

FAQs and User Manual – GSTR-7 Offline Utility

Goods and Services Tax Network

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FAQs of GSTR-7 Offline Utility

1. Can I file complete Form GSTR-7 using Offline Utility?

No. Filing of Form GSTR 7 can take place only online on the GST Portal.

Using Offline Utility, you will be able to prepare details of Table 3 and Table 4 (in offline mode) but remaining activities for filing Form GSTR 7 like payment and filing is to be completed on portal only.

Once you have uploaded the json file on the GST Portal, you may continue to proceed to file. Liabilities will be computed. Only after making payment, Form GSTR 7 can be filed.

2. What are the features of GSTR-7 Offline Utility?

The Key Features of GSTR-7 Offline Utility are:

- The GSTR-7 details of Table 3 and 4 can be prepared offline, with no connection to Internet.
- Most of the data entry and business validations are in built in the offline utility, reducing errors upon upload to GST Portal.

3. From where can I download and use the GSTR-7 Offline Utility in my system?

To download and open the GSTR-7 Offline Utility in your system from the GST Portal, perform following steps:

1. Access the GST Portal: www.gst.gov.in.
2. Go to **Downloads > Offline Tools > GSTR7 Offline Utility** option and click on it.
3. Unzip the downloaded Zip file which contain GSTR7_Offline_Utility.xls excel sheet.
4. Open the GSTR7_Offline_Utility.xls excel sheet by double clicking on it.
5. Read the 'Read Me' instructions on excel sheet and then fill the worksheet accordingly.

Note: Always use latest version of offline utility to upload details on GST Portal.

4. Do I need to login to GST Portal to download the GSTR-7 Offline Utility?

No. You can download GSTR-7 Offline Utility under 'Download' section without logging in to the GST Portal.

5. Do I need to login to GST Portal to upload the generated JSON file using GSTR-7 Offline Utility?

Yes. You must login in to the GST Portal to upload the JSON file generated using GSTR-7 Offline Utility.

6. What are the basic system requirements/ configurations required to use GSTR-7 Offline Tool?

The offline functions work best on Windows 7 and above and MSEXCEL 2007 and above.

7. Is Offline utility mobile compatible?

As of now GSTR-7 Offline utility cannot be used on mobile. It can only be used on desktop/laptops.

8. How many worksheet-tabs are there in GSTR-7 Offline Utility?

There are 5 worksheet-tabs in GSTR-7 Offline Utility. These are:

1. Read Me
2. Home
3. 3 TDS
4. 4 Amend (may be TDSA)
5. Suppliers Master

9. What is the use of Read Me worksheet-tab?

The Read Me tab/sheet contains Introduction and help instructions for you to read and use them to fill data in GSTR-7 Offline Utility easily.

10. What is the use of Home worksheet-tab?

The **Home** tab is the main page of the utility. It is used to perform following 5 functions:

1. Enter mandatory details— **GSTIN, Financial Year and Tax Period**—without which you will not be able to validate the data which you entered in table no 3 or 4 and also you can't import the json file into the offline utility.
2. Generate JSON file, for upload of GSTR-7 return details prepared offline on GST portal, using **Generate JSON File to upload** button
3. Generate Summary of data entered in various worksheets using the **Get Summary** button.
4. Import and open Error File downloaded from GST portal using **Open Downloaded Error JSON Files** button.
5. Import and open Data File downloaded from GST portal using **Open Downloaded GSTR-7 JSON File** button.

11. What is the use of 3 TDS worksheet-tab?

The **3 TDS (Details of Tax Deducted at Source)** sheet contains Table 3. It is used to perform following 3 functions:

1. Enter Tax Deducted at Source details.
Note: Column B, GSTIN of deductee, can be filled using the drop-down list of GSTINs which you entered in Suppliers Master sheet. The drop-down list can be enabled using **Enable Suppliers' Master drop down** button. Trade/legal name will be shown along with GSTIN from Master sheet.
2. Validate the entered Tax Deducted at Source details using the **Validate Sheet** button.
3. Navigate to the Home page using the **Go Home** button.

12. What is the use of 4 Amend worksheet-tab?

The **4 Amend (Amendments to details of Tax Deducted at Source in respect of any earlier tax period)** sheet contains Table 4. It is used to perform following 3 functions:

1. Enter Amendments details related to previous tax period(s) or take action on auto populated rejected details of TDS.
Note: Column D and F, GSTIN of deductee, can be filled using the drop-down list of GSTINs you enter in Suppliers Master tab. The drop-down list can be enabled using **Enable Suppliers' Master drop down** button.
2. Validate the entered amendments details using the **Validate Sheet** button.
3. Navigate to the Home page using the **Go Home** button.

13. What is the function of “Enable/Disable Suppliers' Master drop down” toggle button in 3TDS and 4 Amend sheets?

The function of “Enable/Disable Suppliers’ Master drop down” toggle button in **3TDS** and **4 Amend** sheets is explained below:

- **Enable Suppliers’ master drop down** enables dropdown and disables copy/paste function. Thus, if you click on “Enable Suppliers’ Master drop down” button, then the dropdown will be available in “GSTIN of deductee” column. You can either use the dropdown to enter deductee’s GSTIN or enter it manually one by one. You cannot copy/paste GSTIN from any other sheet.
- **Disable suppliers’ master drop down** disables dropdown and enables copy/paste function. Thus, if you click on the “Disable Suppliers’ Master drop down”, the dropdown will disappear. Then, you can either enter deductee’s GSTIN manually or copy/paste it from any other sheet. It will be validated at the time of json upload on the portal.

14. What is the use of Suppliers Master worksheet-tab?

The **Suppliers Master** tab contains GSTIN Master Sheet. It is used to perform following 3 functions:

1. Enter details of the deductee or suppliers, which would be then readily available for you to fill in Table 3 and Table 4 of the worksheet.
2. Validate the entered details using the **Validate Sheet** button.
3. Navigate to the Home page using the **Go Home** button.

15. Can the offline utility populate name of the taxpayer based on GSTIN?

No, the offline utility cannot populate name of the taxpayer based on GSTIN, as database will not be there to fetch the details of the taxpayer in Excel/offline utility.

16. How many TDS details of the suppliers can I enter in the offline utility?

You can enter maximum 10,000 rows of TDS details of the suppliers in the offline utility.

17. I am a tax deductor. I've made payment for four different products to one of my suppliers. Shall I report each payment in four different rows of the offline utility?

No. Row with a duplicate GSTIN is not allowed in the utility. You should report whole amount in one row only. Add up all the payments and enter one single consolidated amount in the "Amount paid to deductee on which tax is deducted **" column.

18. I have mistakenly entered rows with the same GSTIN. Should I use the "Delete" option from the dropdown of "Action" column to delete these rows?

No, delete the incorrect data in the utility manually using the "Delete" button of your keyboard. Ignore the Delete option when preparing GSTR-7 for the first time upload for that period.

Note: **Add** and **Delete** options of the "Action" column are meant for adding or deleting data on the GST portal. This option may be used for subsequent uploads and use it only to delete those particular rows which you want to delete from the already-uploaded data on the portal.

19. Can I enter negative or decimal amounts in the offline utility?

No, you cannot enter any negative value in the utility. But, you will be able to enter decimal values. All decimal values would be rounded off to two decimal places. But, total liability will be rounded off to whole number.

20. Can the offline utility validate all details entered in the excel/offline utility?

No, the offline utility will not be able to validate all the details as it would have no connection with GST portal at the time of data entry. Only limited validations would be available in the offline utility tool, namely: GSTIN structure format, computation of tax amount and duplicates entries, if any.

21. After clicking "Validate Sheet" button, I can see cells highlighted in red and "Sheet Validation" column only shows "Error in row". Where is the error description?

Point your mouse-cursor on each of the red-highlighted cells to read the error description of each cell. A yellow description box will appear. Correct the errors as mentioned in the description box. Alternatively, click **Review > Show All Comments** link in the ribbon-tab of the excel to view the comments for fields with errors.

22. When will I be able to validate all details entered in the excel/offline utility?

The validations that have dependency of online connectivity would be done at the time of upload of JSON File created using offline tool.

23. Does the downloaded Error JSON File contain all the entries I have uploaded on the GST Portal?

No, the downloaded Error JSON File contains only the erroneous entries.

24. I've uploaded GSTR-7 JSON File and it was processed without error. Do I need to download the generated file?

No, it is not necessary for you to download the GSTR-7 JSON File processed without error. You need to download it only if you want to update, add or delete the details added previously. You can download the uploaded file if so required by you.

25. Is there a list of key Dos and Don'ts we need to keep in mind while making entries in the utility?

Yes. Please refer to the following list of Dos and Don'ts for your easy reference.

Before Generating JSON File...	
Do's	Don'ts
Enter a valid GSTIN very carefully. Verify GSTIN from the GST portal: Home > Search Taxpayer > Search by GSTIN/UIN , and make sure the GSTIN registration is active on the date of issue of invoice/note.	Don't type the alphabet 'O' in place of the number '0'.
-----	Don't leave any row blank in-between the two filled-in rows of 3 TDS and 4 Amend sheets. Offline utility will not consider records if you have added any records after a blank row.
-----	Don't enter duplicate GSTIN of a deductee. Each row must have a unique GSTIN.
You can use the Copy/Paste (Ctrl+C/Ctrl+V) keyboard functions while entering data in the utility.	Don't use the Cut (Ctrl+X) keyboard function while entering data in the utility.
Use Add option in 3 TDS and 4 Amend sheets for first-time upload.	Don't use Delete option in 3 TDS and 4 Amend sheets for first-time upload.
-----	Don't forget to click Validate Sheet button after making changes in any of the sheets.
You may change the filename and location of the generated JSON file.	Don't change the extension (.json) of the generated JSON file.



For more FAQs related to Form GSTR-7 and Online filing of Form GSTR-7 on the GST Portal, please refer to

https://tutorial.gst.gov.in/userguide/returns/index.htm#t=GSTR7_FAQ.htm

Manual of GSTR-7 Offline Utility

GSTR-7 Offline Utility Overview

GSTR-7 Offline utility is an Excel-based tool to facilitate return creation in offline mode.

Deductors/GST practitioners may use the offline utility to fill details of the transactions that attract the provision of deduction of TDS in Table 3 of GSTR-7 and amendments related to previous period(s) in Table 4 thereof.

Once return is prepared using offline utility, it is to be uploaded on GST Portal for payment of liabilities, signing and filing.



Every registered person who is obligated under the law to deduct prescribed percentage of TDS at the time of making payment or crediting to supplier, would be required to file this return in form of GSTR-7, within 10 days after the end of the month in which payment made or credited to his supplier.

Steps to Prepare TDS Return in Form GSTR-7 Using Offline Utility

To Prepare TDS Return in Form GSTR-7 using offline utility, perform following steps:

- A. [Download the GSTR-7 Offline Utility](#)
- B. [Open the GSTR-7 Offline Utility Excel Worksheet](#)
- C. [Add table-wise details in the Worksheet](#)
- D. [Generate JSON File to upload](#)
- E. [Upload the generated JSON File on GST Portal](#)
- F. [Preview Form GSTR-7 on the GST Portal](#)
- G. [Open Downloaded GSTR-7 JSON File\(s\), if required](#)
- H. [Open Downloaded Error GSTR-7 JSON File\(s\), if any](#)

Click each hyperlink above to know more.



To know about the following steps of filing Form GSTR-7 on the GST Portal, please refer to https://tutorial.gst.gov.in/userguide/returns/index.htm#t=GSTR7_Manual.htm.

- A. Payment of tax
- B. File Form GSTR-7 with DSC/EVC
- C. View Debit entries in Electronic Cash Ledger for tax payment
- D. Download Filed Return

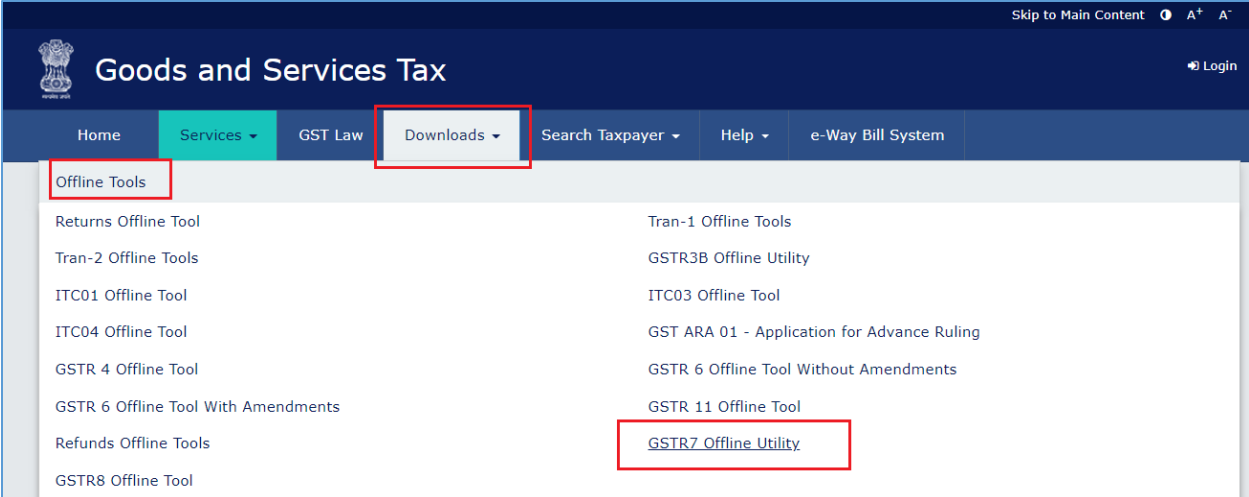
A. Download the GSTR-7 Offline Utility

To download the GSTR-7 Offline Utility, perform following steps:



Downloading the GSTR-7 Offline utility is a one-time activity. However, the utility may get updated in future. So, always use the latest version available on the GST Portal.

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Click the **Downloads > Offline Tools > GSTR 7 Offline Utility** option.



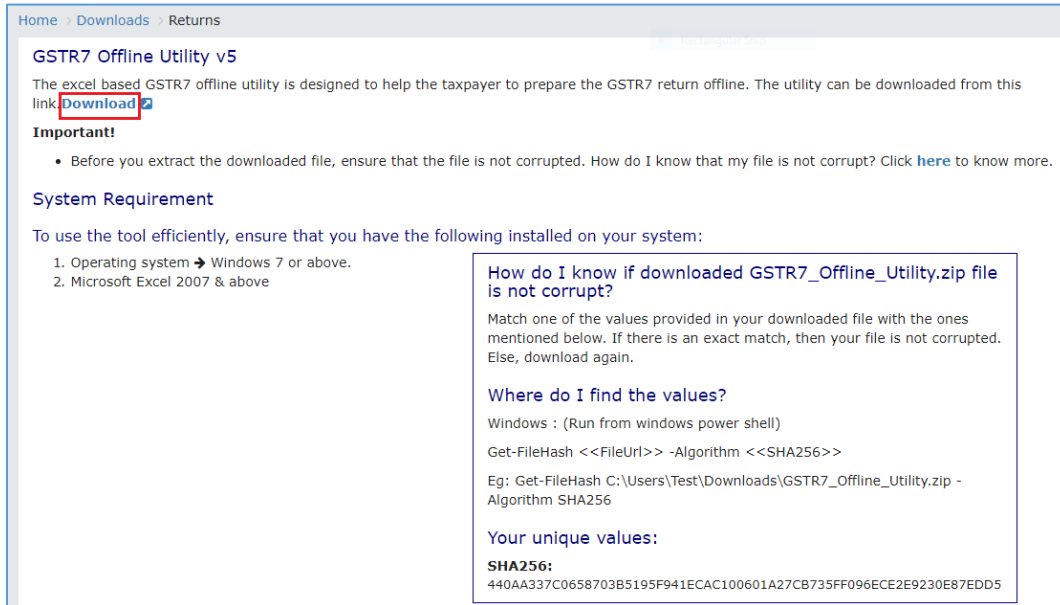
The screenshot shows the GST Portal interface. The top navigation bar includes 'Home', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. The 'Downloads' menu is expanded, showing a list of 'Offline Tools'. The 'GSTR7 Offline Utility' option is highlighted with a red box.

Offline Tools	
Returns Offline Tool	Tran-1 Offline Tools
Tran-2 Offline Tools	GSTR3B Offline Utility
ITC01 Offline Tool	ITC03 Offline Tool
ITC04 Offline Tool	GST ARA 01 - Application for Advance Ruling
GSTR 4 Offline Tool	GSTR 6 Offline Tool Without Amendments
GSTR 6 Offline Tool With Amendments	GSTR 11 Offline Tool
Refunds Offline Tools	GSTR7 Offline Utility
GSTR8 Offline Tool	



You can download the GSTR-7 Offline Utility from the Portal without logging in to the GST Portal.

3. **Returns** page is displayed. Click the **Download** hyperlink.



Home > Downloads > Returns

GSTR7 Offline Utility v5

The excel based GSTR7 offline utility is designed to help the taxpayer to prepare the GSTR7 return offline. The utility can be downloaded from this link [Download](#)

Important!

- Before you extract the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.

System Requirement

To use the tool efficiently, ensure that you have the following installed on your system:

- Operating system → Windows 7 or above.
- Microsoft Excel 2007 & above

How do I know if downloaded GSTR7_Offline_UTILITY.zip file is not corrupt?

Match one of the values provided in your downloaded file with the ones mentioned below. If there is an exact match, then your file is not corrupted. Else, download again.

Where do I find the values?

Windows : (Run from windows power shell)

```
Get-FileHash <<FileUrl>> -Algorithm <<SHA256>>
```

Eg: Get-FileHash C:\Users\Test\Downloads\GSTR7_Offline_UTILITY.zip -Algorithm SHA256

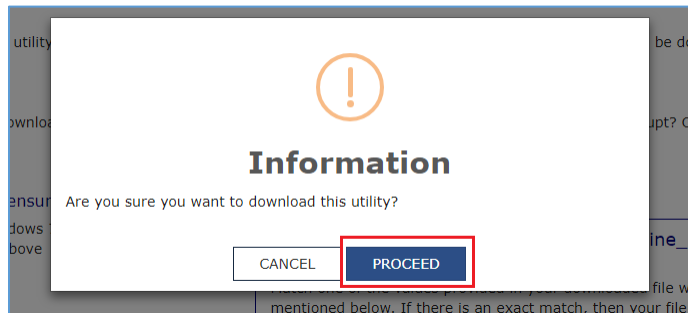
Your unique values:

SHA256:
440AA337C0658703B5195F941ECAC100601A27CB735FF096ECE2E9230E87EDD5



Make sure you carefully read the Important message and System Requirement details displayed on the page.

4. An Information popup opens. Click **PROCEED**.



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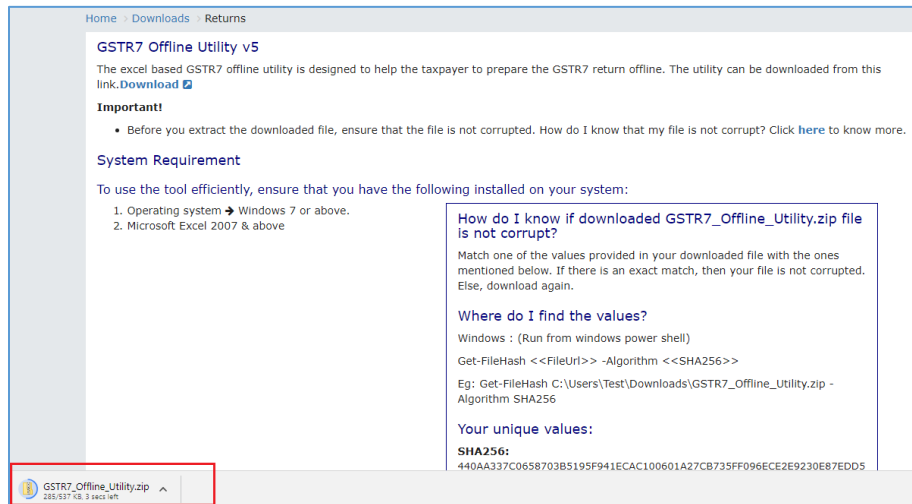
mentioned below. If there is an exact match, then your file

Information

Are you sure you want to download this utility?

CANCEL PROCEED

5. **Returns** page is displayed again and a zipped **GSTR 7 Offline Utility** folder gets downloaded.



Home > Downloads > Returns

GSTR7 Offline Utility v5

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Windows : (Run from windows power shell)

```
Get-FileHash <<FileUri>> -Algorithm <<SHA256>>
```

Eg: Get-FileHash C:\Users\Test\Downloads\GSTR7_Offline_Utility.zip -Algorithm SHA256

Your unique values:

SHA256:
440AA337C0658703B5195F941ECAC100601A27CB735FF096ECE2E9230E87EDD5

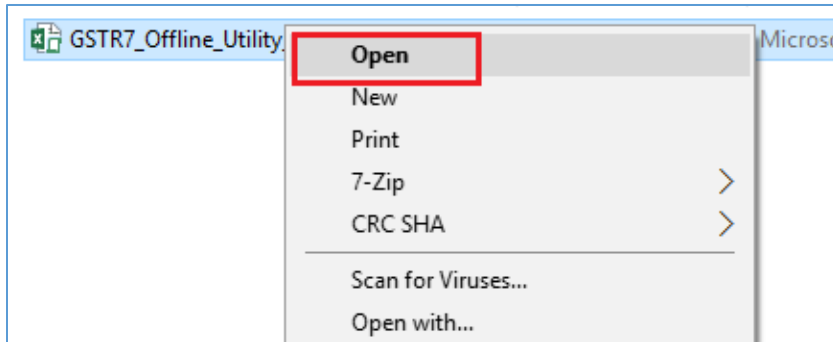
GSTR7_Offline_Utility.zip
288/937 KB, 3 seconds

[Go back to the Main Menu](#)

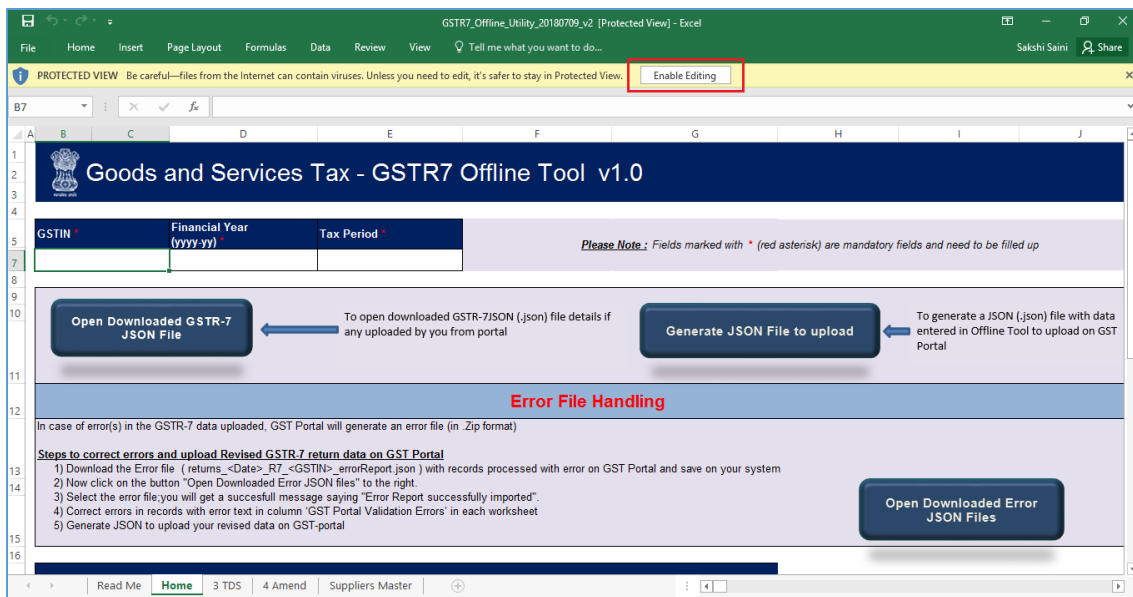
B. Open the GSTR-7 Offline Utility Excel Worksheet

To open the downloaded GSTR-7 Offline Utility Excel Worksheet, perform following steps:

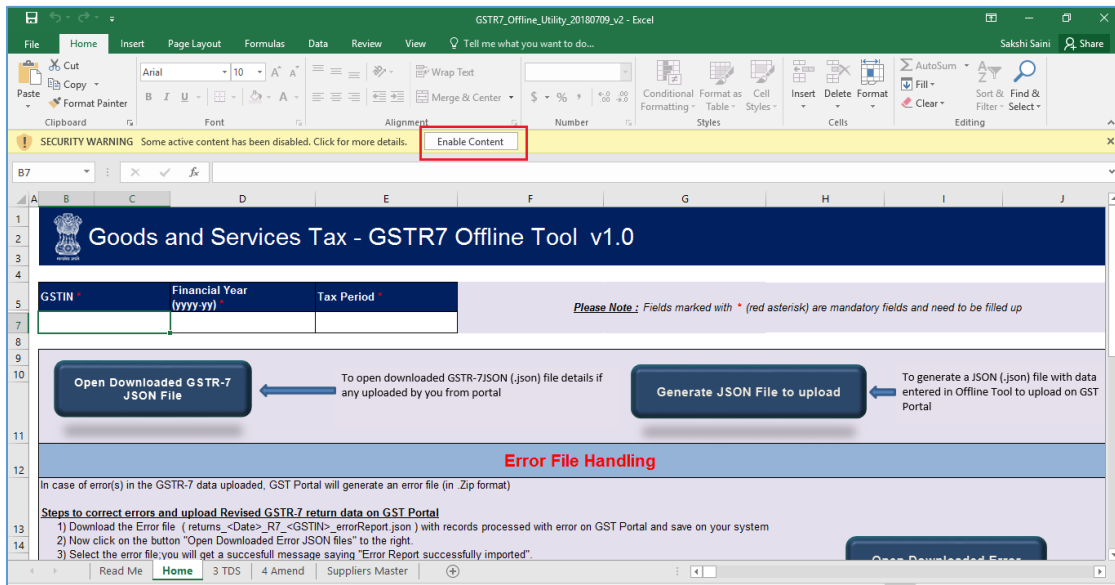
1. Extract the files from the downloaded zipped folder GSTR7_Offline_Utility.zip and you will see **GSTR7_Offline_Utility** excel file in the unzipped folder. Right-click and click **Open**.



2. Click **Enable Editing**.

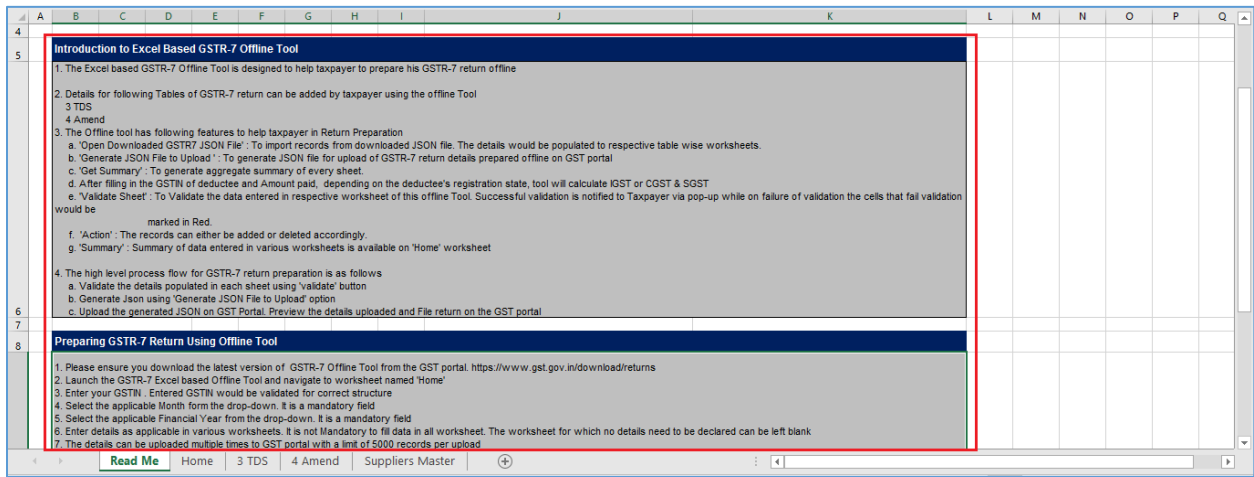


3. Click **Enable Content**. Then, click the **Read Me** tab.



The Worksheet comprises 5 tabs—**Read Me**, **Home**, **3 TDS**, **4 Amend** and **Suppliers Master**.

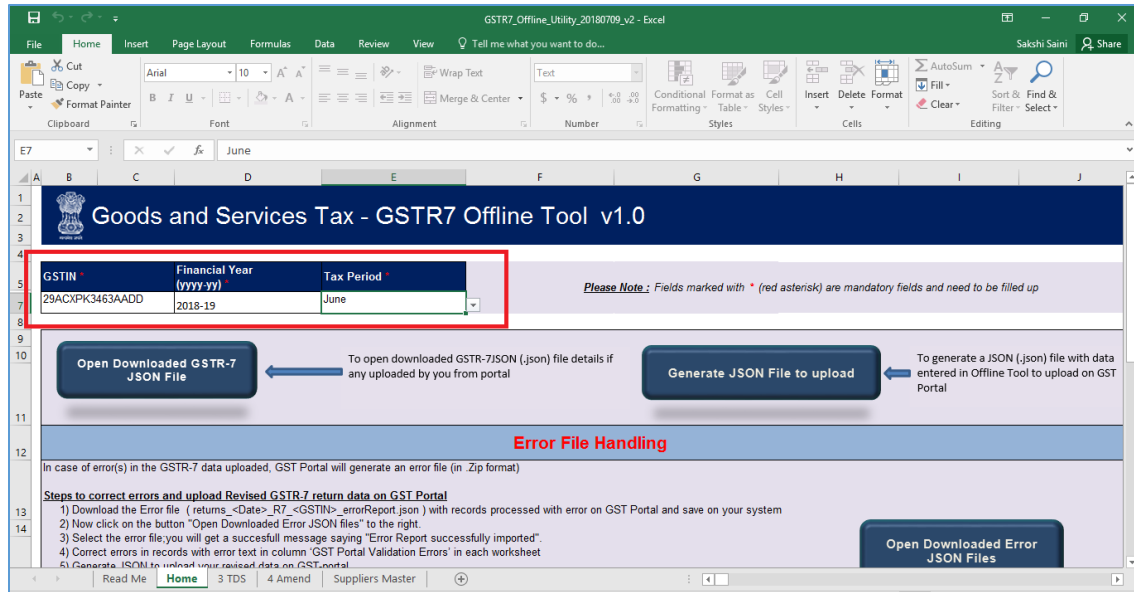
4. **Read Me** page is displayed. It contains introduction and help instructions. **Scroll down** to read all the instructions carefully. Once you have completed your reading, you can now proceed to enter TDS details in the worksheet.



C. Add table-wise details in the Worksheet

To add table-wise details in the Worksheet, perform following steps:


1. Go to the **Home** tab and enter **GSTIN**, **Financial Year** (select from the drop-down list) and **Tax Period** (select from the drop-down list).



2. Go to the **Suppliers Master** tab and enter **GSTIN** and other details of the deductee or suppliers. This will help you easily populate data in the Table 3 and Table 4



Entering details in the **Suppliers Master** sheet is **not** mandatory. You can update the details in Table no 3 and 4 without updating the details in suppliers Master.


Goods and Services Tax - GSTR7 Offline tool

GSTIN Master Sheet

Go Home
Validate Sheet

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

S.No.	GSTIN of deductee/Supplier *	Legal name	Trade name if any	Action	Sheet Validation errors
	20ALYPD6528P2Z1				
	2AJIPA1572ECDP				

Read Me
Home
3 TDS
4 Amend
Suppliers Master
+

- 2a. Column B **S.NO.**, will get automatically populated after you click the **Validate Sheet** button.
- 2b. Fill Column C, **GSTIN of deductee/Supplier ***, with active GSTIN. You can verify validity of GSTIN from the GST portal: **Home > Search Taxpayer > Search by GSTIN/UIN.**

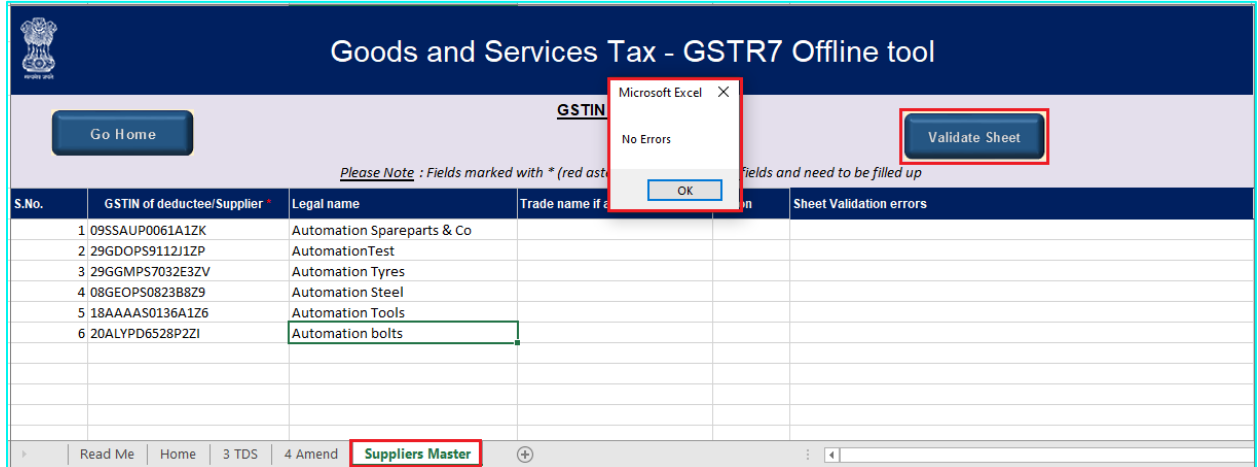


This is the only mandatory field in this sheet.

- 2c. In Column D, **Legal name**, enter legal name of the deductee/supplier (*this field is not mandatory*)
- 2d. In Column E, **Trade name if any**, enter trade name of the deductee/supplier (*this field is not mandatory*)
- 2e. In Column F, **Action**, select “Delete” only if you want to delete from the Master sheet. (*this field is not mandatory*)

- Click the **Validate Sheet** button. No Errors popup appears. Click **OK**.

1



Goods and Services Tax - GSTR7 Offline tool

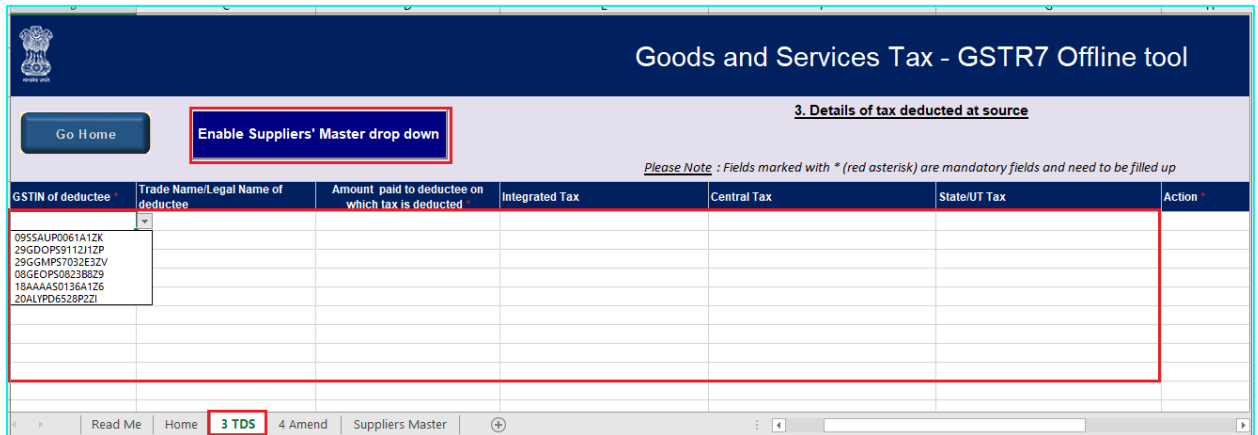
Go Home GSTIN Validate Sheet

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

S.No.	GSTIN of deductee/Supplier *	Legal name	Trade name if any	Sheet Validation errors
1	09SSAUP0061A1ZK	Automation Spareparts & Co		
2	29GDOP591121JZP	AutomationTest		
3	29GGMP57032E3ZV	Automation Tyres		
4	08GEOPS0823B8Z9	Automation Steel		
5	18AAAA50136A1Z6	Automation Tools		
6	20ALYPD6528P2ZI	Automation bolts		

Read Me | Home | 3 TDS | 4 Amend | **Suppliers Master**

- Go to **3 TDS** tab and enter details in Columns **B, C, D, E, F** and **G**.



Goods and Services Tax - GSTR7 Offline tool

Go Home **Enable Suppliers' Master drop down** 3. Details of tax deducted at source

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

GSTIN of deductee *	Trade Name/Legal Name of deductee	Amount paid to deductee on which tax is deducted *	Integrated Tax	Central Tax	State/UT Tax	Action *
09SSAUP0061A1ZK						
29GDOP591121JZP						
29GGMP57032E3ZV						
08GEOPS0823B8Z9						
18AAAA50136A1Z6						
20ALYPD6528P2ZI						

Read Me | Home | **3 TDS** | 4 Amend | Suppliers Master

- In **Column B, GSTIN of deductee** you will see a drop-down list containing all the GSTINs you entered in the Suppliers Master tab. For each row, you can either select the GSTIN from this list or enter it manually. If you want to only copy/paste GSTINs from another sheet, click **Enable Suppliers' Master drop down** button and it will be changed to **Disable Suppliers' Master drop down** and you will be able to use the copy/paste functionality.



For a particular GSTIN of the supplier, there cannot be any duplicate records. All rows of this sheet must contain a unique GSTIN.

4b. While entering amount paid to deductee in **Column C, Amount paid to deductee on which tax is deducted ***, make sure you don't enter any negative amount. You can enter decimal values. The utility will automatically round off all decimal values you enter to two decimal places.

4c. While entering tax details in the following columns, make sure the total taxable amount—IGST (Integrated Tax) or Central Tax (CGST) or State/UT Tax (SGST)—is 2% of the amount entered in **Columns C**.

- **Column D - Integrated Tax**
- **Column E - Central Tax**
- **Column F - State/UT Tax**



Only IGST is applicable if location of supplier and place of supply are in different state/Union territory or supplies from SEZ. Otherwise, Central Tax (CGST) or State/UT Tax (SGST) will be applicable and these two must be of the same amount.

4d. When you go to **Column G**, you will see a drop-down list with two options: **Add** and **Delete**. Select **Add** for each row with TDS data.

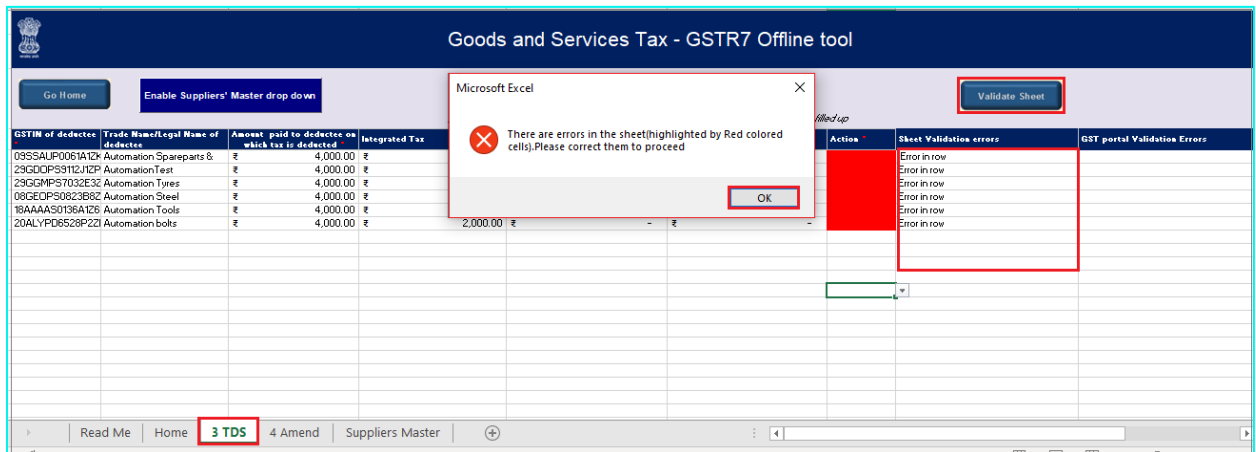


- Please note that **Add** and **Delete** options are meant for adding or deleting data in the GST portal. Ignore the **Delete** option when preparing GSTR-7 for first-time upload, and for the subsequent uploads use it only to delete those particular rows from the already-uploaded data of the portal.
- In case, you need to delete some data you have entered in the sheet before upload, delete it manually using the “Delete” button of your keyboard.

5. Once you have entered all the TDS details, click the **Validate Sheet** button.

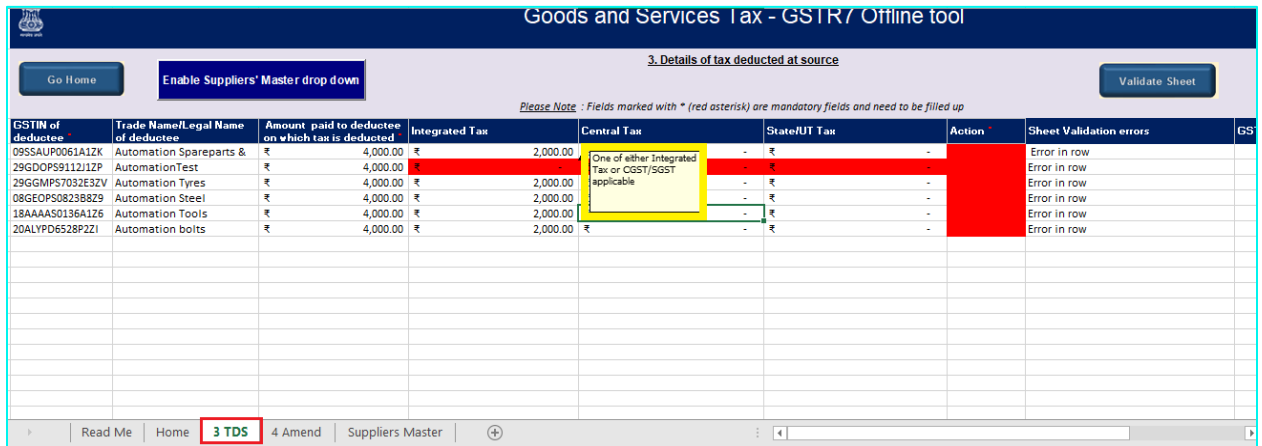
5a. In case of successful validation, Column H of this sheet will be empty and you can directly perform [Step 8](#).

5b. In case of unsuccessful validation, error-intimation popup will appear and the cells of the Column H will show "Error found in row". Close the popup by clicking OK.



The screenshot shows the 'Goods and Services Tax - GSTR7 Offline tool' interface. A 'Microsoft Excel' error popup is displayed in the center, stating: 'There are errors in the sheet (highlighted by Red colored cells). Please correct them to proceed'. The popup has an 'OK' button. In the background, a table is visible with several rows. The 'Action' column contains red cells, and the 'Sheet Validation errors' column contains the text 'Error in row'. A 'Validate Sheet' button is highlighted in the top right corner. The bottom navigation bar shows '3 TDS' selected.

6. **Point your mouse-cursor on each of the red-highlighted cells** to read the error description of each cell. A yellow description box will appear. Correct the errors as mentioned in the description box.



The screenshot shows the 'Goods and Services Tax - GSTR7 Offline tool' interface with the '3. Details of tax deducted at source' tab selected. A table is displayed with columns: GSTIN of deductee, Trade Name/Legal Name of deductee, Amount paid to deductee on which tax is deducted, Integrated Tax, Central Tax, State/UT Tax, Action, and Sheet Validation errors. The 'Action' column contains red cells. A yellow tooltip box is visible over one of the red cells, containing the text: 'One of either Integrated Tax or CGST/SGST applicable'. The bottom navigation bar shows '3 TDS' selected.



Alternatively, click the **Review** ribbon-tab > **Show All Comments** link to view the comments for fields with errors.

7. After you have corrected all the errors, again click the **Validate Sheet** button.

Goods and Services Tax - GSTR7 Offline tool

3. Details of tax deducted at source

[Validate Sheet](#)

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

GSTIN of deductee *	Trade Name/Legal Name of deductee	Amount paid to deductee on which tax is deducted	Integrated Tax	Central Tax	State/UT Tax	Action *	Sheet Validation errors	GST p
09SSAUP0061A12K	Automation Spareparts &	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
29GDOP5911212P	AutomationTest	₹ 4,000.00	₹ 20.00	₹ 30.00	₹ 30.00	Add		
29GGMPS7032E3ZV	Automation Tyres	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
08GGEOPS0823B8Z9	Automation Steel	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
18AAAAA50136A1Z6	Automation Tools	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
20ALYPD6528P2Z1	Automation bolts	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		

Read Me Home **3 TDS** 4 Amend Suppliers Master

8. As no errors were found, **Column H** of this sheet will be empty and a No errors popup appears. Click **OK**.

Goods and Services Tax - GSTR7 Offline tool

3. Details of tax deducted at source

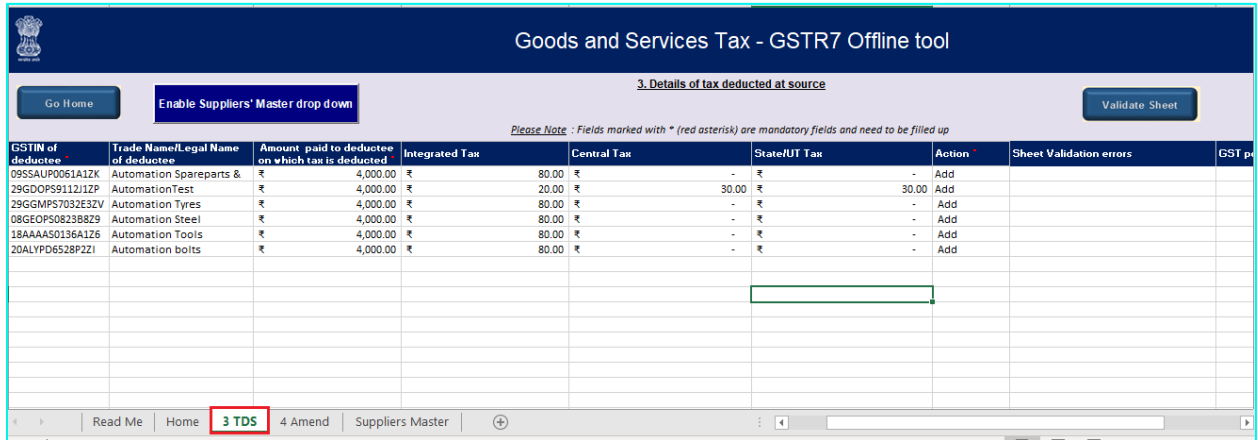
[Validate Sheet](#)

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

GSTIN of deductee *	Trade Name/Legal Name of deductee	Amount paid to deductee on which tax is deducted	Integrated Tax	Central Tax	State/UT Tax	Action *	Sheet Validation errors	GST p
09SSAUP0061A12K	Automation Spareparts &	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
29GDOP5911212P	AutomationTest	₹ 4,000.00	₹ 20.00	₹ 30.00	₹ 30.00	Add		
29GGMPS7032E3ZV	Automation Tyres	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
08GGEOPS0823B8Z9	Automation Steel	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
18AAAAA50136A1Z6	Automation Tools	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
20ALYPD6528P2Z1	Automation bolts	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		

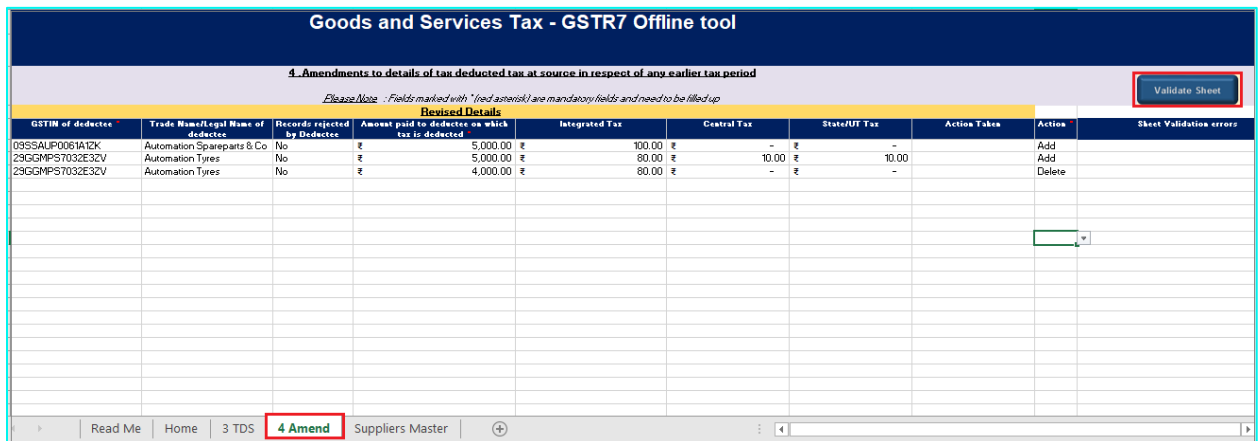
Read Me Home **3 TDS** 4 Amend Suppliers Master

9. If you have to make any amendments related to previous month(s), go to the 4 Amend tab. Otherwise, perform steps mentioned in the following hyperlink: [Generate JSON File to upload](#)



GSTIN of deductee	Trade Name/Legal Name of deductee	Amount paid to deductee on which tax is deducted	Integrated Tax	Central Tax	State/UT Tax	Action	Sheet Validation errors	GST p
09SSAUP0061A1ZK	Automation Spareparts &	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
29GDOP591121ZP	AutomationTest	₹ 4,000.00	₹ 20.00	₹ 30.00	₹ -	Add		
29GGMPS7032E3ZV	Automation Tyres	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
08GEOFP509398Z9	Automation Steel	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
18AAAAS0136A1Z6	Automation Tools	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		
20ALYPD6528P2Z1	Automation bolts	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add		

- 9a Enter details from **Column B, C, D, E, F, G, H, I, J, K, L, M** and click the Validate Sheet button. Perform **Steps 5 to 8** mentioned above, in this sheet also, until all the cells of the sheet are error-free.



GSTIN of deductee	Trade Name/Legal Name of deductee	Records rejected by Deductee	Amount paid to deductee on which tax is deducted	Integrated Tax	Central Tax	State/UT Tax	Action Taken	Action	Sheet Validation errors
09SSAUP0061A1ZK	Automation Spareparts & Co	No	₹ 5,000.00	₹ 100.00	₹ -	₹ -		Add	
29GGMPS7032E3ZV	Automation Tyres	No	₹ 5,000.00	₹ 80.00	₹ 10.00	₹ 10.00		Add	
29GGMPS7032E3ZV	Automation Tyres	No	₹ 4,000.00	₹ 80.00	₹ -	₹ -		Delete	

- 9b In **Columns B and C**, select Month and Year from the drop-down list.
- 9c When you go to **Columns D and F**, you will see a drop-down list containing all the GSTINs you entered in the Suppliers Master tab. For each row, you can select the GSTIN from this list. If you want to only copy/paste GSTIN from another sheet, click **Enable Suppliers' Master drop down** button and it will be changed to **“Disable Suppliers' Master drop down”** and you will be able to use the copy/paste functionality.



For a particular GSTIN of the deductee, there cannot be any duplicate records. All rows of this sheet must contain a unique GSTIN.

- 9d In **Columns G**, select Yes or No from the drop-down list.
- 9e In **Column H**, don't enter any negative amount. You can enter decimal values. The utility will automatically round off all decimal values you enter to two decimal places.
- 9f While entering tax details in Columns I, J and K, make sure the total taxable amount—IGST (Integrated Tax) or Central Tax (CGST) or State/UT Tax (SGST)—is 2% of the amount paid to the deductee.



Only IGST is applicable if location of supplier and place of supply are in different state/Union territory or supplies from SEZ. Otherwise, Central Tax (CGST) or State/UT Tax (SGST) will be applicable and these two must be of the same amount.

- 9g In **Column L**, if records were rejected by the deductee, mention if any action has been taken on those records. This is not a mandatory field and you may leave it blank.
- 9h When you go to **Column M**, you will see a drop-down list with two options: **Add** and **Delete**. Select **Add** for each row with TDS data.



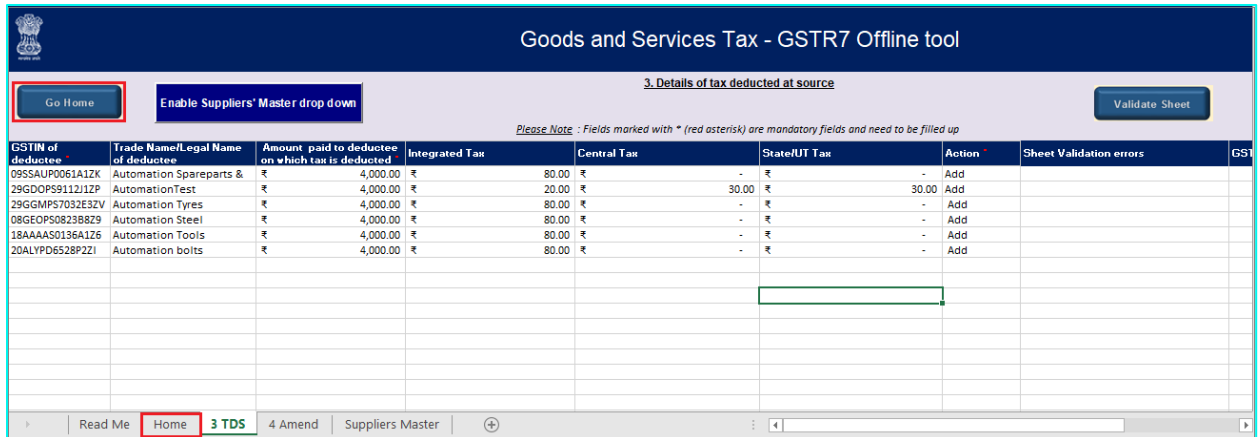
- Please note that **Add** and **Delete** options are meant for adding or deleting data in the GST portal. Ignore the **Delete** option when preparing GSTR-7 for first-time upload, and for the subsequent uploads use it only to delete those particular rows from the already-uploaded data of the portal.
- In case, you need to delete some data you have entered in the sheet before upload, delete it manually using the “Delete” button of your keyboard.

[Go back to the Main Menu](#)

D. Generate JSON File to upload

To generate JSON File to upload, perform following steps:

1. From the tab you are on, go to the **Home** tab by either clicking the **Go Home** button or clicking the **Home** tab.



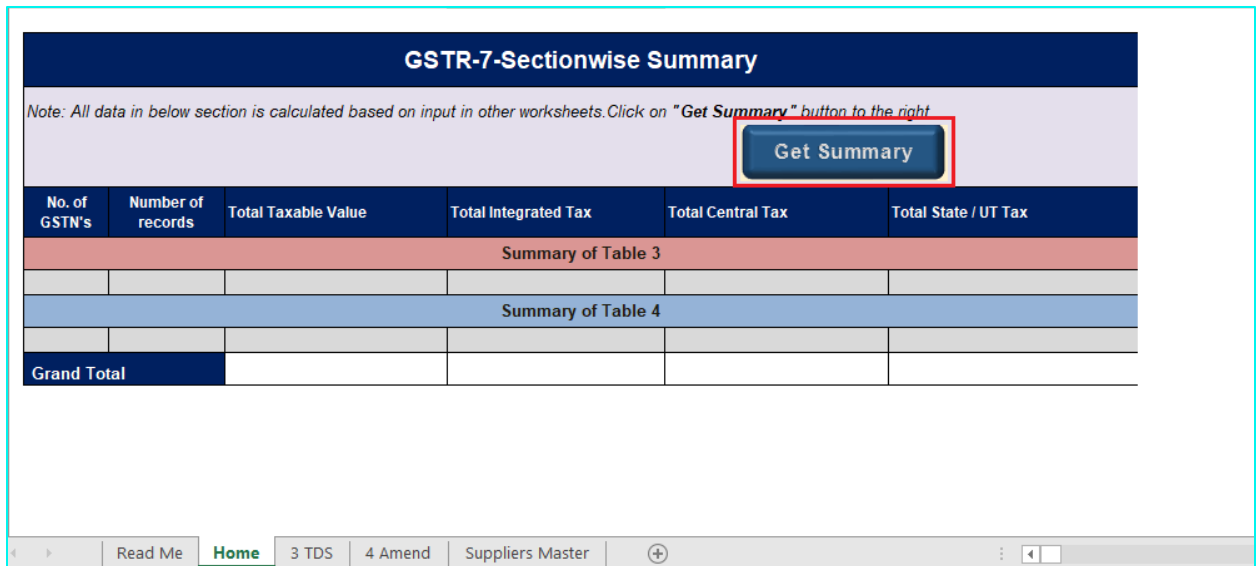
Goods and Services Tax - GSTR7 Offline tool

3. Details of tax deducted at source

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Deductee	Trade Name/Legal Name of deductee	Amount paid to deductee on which tax is deducted	Integrated Tax	Central Tax	State/UT Tax	Action	Sheet Validation errors
09SSAUP0061A12K	Automation Spareparts &	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add	
29GDOP5911212P	AutomationTest	₹ 4,000.00	₹ 20.00	₹ 30.00	₹ -	Add	
29GGMPS7032E3ZV	Automation Tyres	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add	
08GEP508239BZ9	Automation Steel	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add	
18AAAAS0136A1Z6	Automation Tools	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add	
20ALYPD6528P2Z1	Automation bolts	₹ 4,000.00	₹ 80.00	₹ -	₹ -	Add	

2. On the **Home** tab, scroll down and click on the **Get Summary** button.



GSTR-7-Sectionwise Summary

Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right

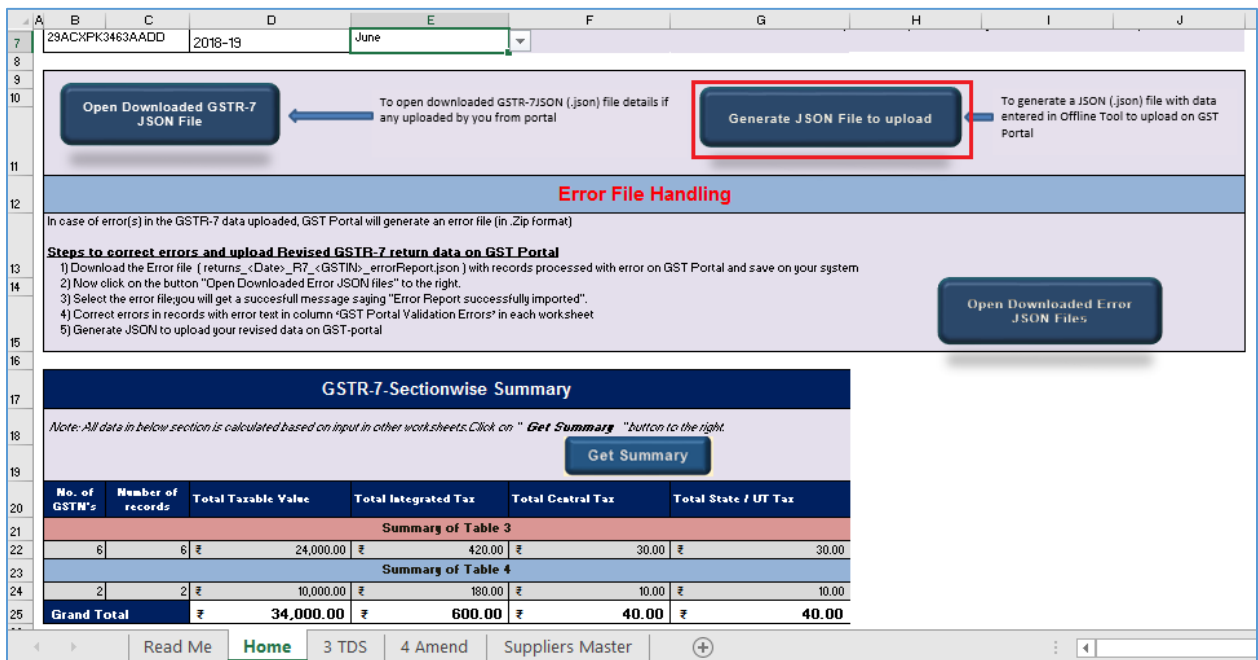
Get Summary

No. of GSTN's	Number of records	Total Taxable Value	Total Integrated Tax	Total Central Tax	Total State / UT Tax
Summary of Table 3					
Summary of Table 4					
Grand Total					

3. Summary of all the entries filled in 3 TDS and 4 Amend sheets is displayed.

GSTR-7-Sectionwise Summary						
<i>Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.</i>						
Get Summary						
No. of GSTN's	Number of records	Total Taxable Value	Total Integrated Tax	Total Central Tax	Total State / UT Tax	
Summary of Table 3						
6	6	₹ 24,000.00	₹ 420.00	₹ 30.00	₹ 30.00	
Summary of Table 4						
2	2	₹ 10,000.00	₹ 180.00	₹ 10.00	₹ 10.00	
Grand Total		₹ 34,000.00	₹ 600.00	₹ 40.00	₹ 40.00	

4. Scroll up and click the **Generate JSON File to upload** button.



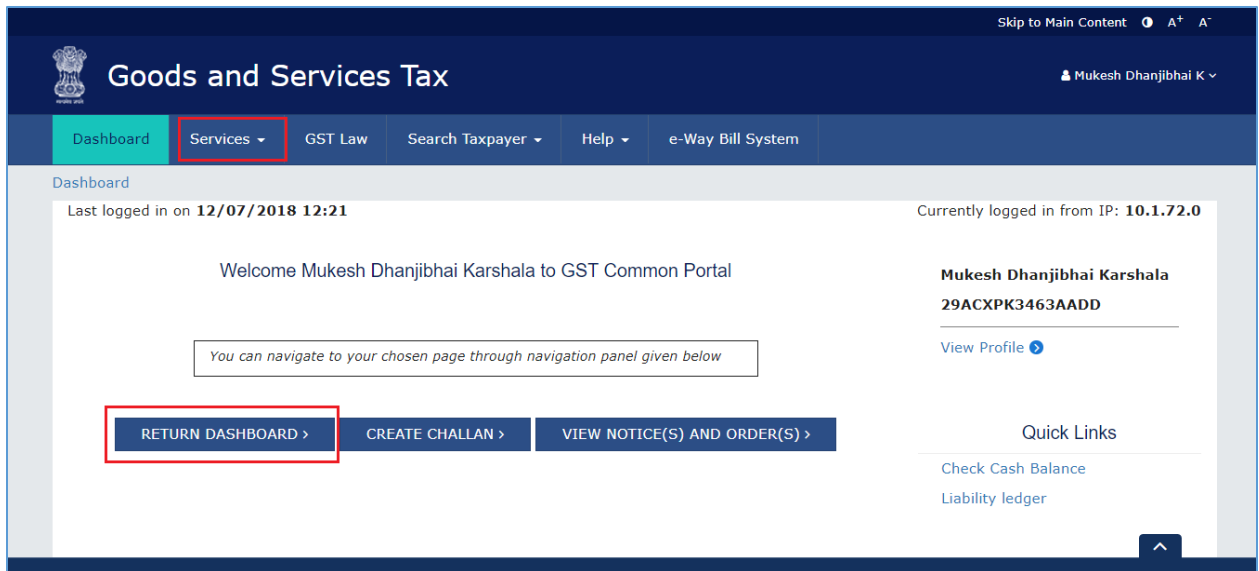
The screenshot shows the GSTN portal interface. At the top, there are navigation tabs: Read Me, Home, 3 TDS, 4 Amend, Suppliers Master, and a search icon. The main content area is divided into sections:

- Open Downloaded GSTR-7 JSON File**: A button with a tooltip: "To open downloaded GSTR-7JSON (.json) file details if any uploaded by you from portal".
- Generate JSON File to upload**: A button highlighted with a red box, with a tooltip: "To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal".
- Error File Handling**: A section with instructions on how to handle errors in the uploaded data. It includes a list of steps to correct errors and a button labeled "Open Downloaded Error JSON Files".
- GSTR-7-Sectionwise Summary**: A table showing the summary of data, identical to the one shown in step 3.

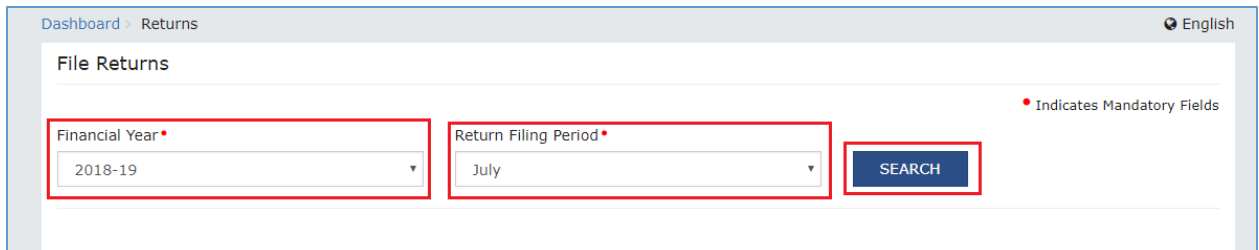
E. Upload the generated JSON File on GST Portal

To upload the generated JSON File on the GST Portal, perform following steps:

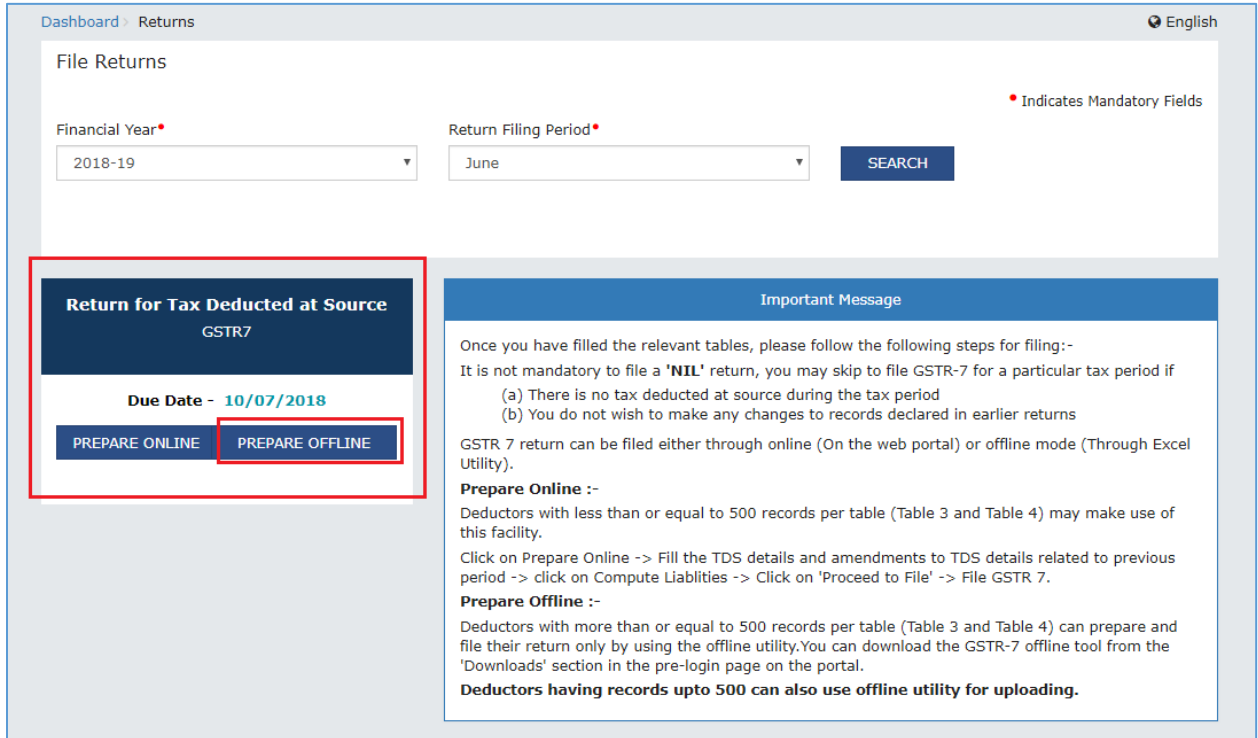
1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Dashboard page is displayed. Click **Return Dashboard**. Alternatively, you can also access the Return Dashboard by the following navigation: **Services > Returns > Returns Dashboard**



4. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to file the return from the drop-down list and click the **SEARCH** button.



- The GSTR-7 tile is displayed, with an Important Message box on the right. In the GSTR-7 tile, click the **PREPARE OFFLINE** button.



Dashboard > Returns

File Returns

Financial Year ^{*} 2018-19

Return Filing Period ^{*} June

SEARCH

Return for Tax Deducted at Source
GSTR7

Due Date - 10/07/2018

PREPARE ONLINE PREPARE OFFLINE

Important Message

Once you have filled the relevant tables, please follow the following steps for filing:-
It is not mandatory to file a 'NIL' return, you may skip to file GSTR-7 for a particular tax period if
(a) There is no tax deducted at source during the tax period
(b) You do not wish to make any changes to records declared in earlier returns

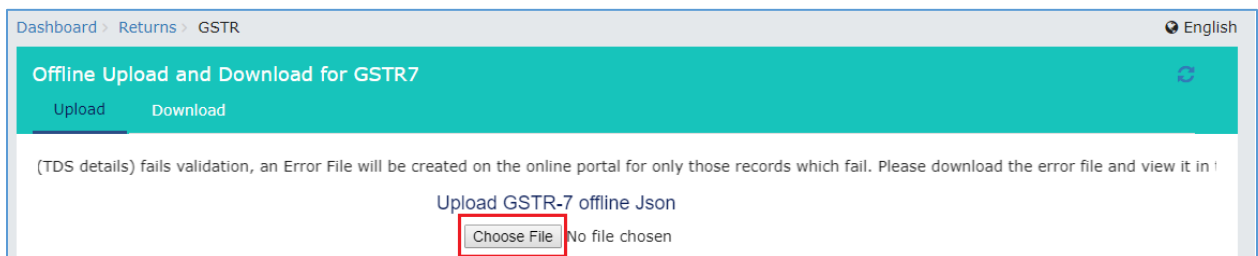
GSTR 7 return can be filed either through online (On the web portal) or offline mode (Through Excel Utility).

Prepare Online :-
Deductors with less than or equal to 500 records per table (Table 3 and Table 4) may make use of this facility.
Click on Prepare Online -> Fill the TDS details and amendments to TDS details related to previous period -> click on Compute Liabilities -> Click on 'Proceed to File' -> File GSTR 7.

Prepare Offline :-
Deductors with more than or equal to 500 records per table (Table 3 and Table 4) can prepare and file their return only by using the offline utility. You can download the GSTR-7 offline tool from the 'Downloads' section in the pre-login page on the portal.

Deductors having records upto 500 can also use offline utility for uploading.

- The **Upload** section of the **Offline Upload and Download for GSTR-7** page is displayed. Click the **Choose File** button.



Dashboard > Returns > GSTR

Offline Upload and Download for GSTR7

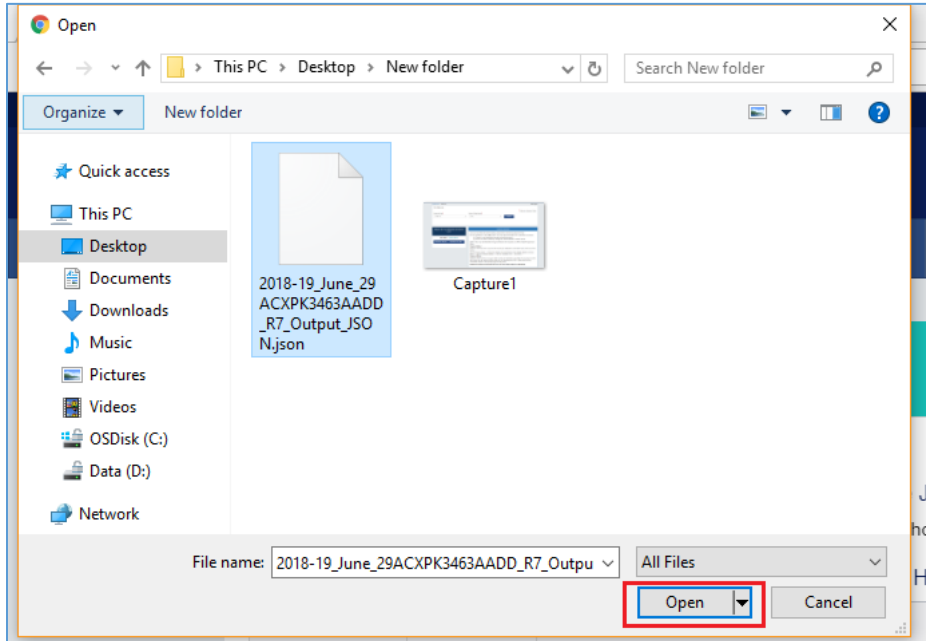
Upload Download

(TDS details) fails validation, an Error File will be created on the online portal for only those records which fail. Please download the error file and view it in !

Upload GSTR-7 offline Json

Choose File No file chosen

- Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



- The Upload section page is displayed. A green message appears confirming successful upload and asking you to wait while the GST system validates the uploaded data. And, below the message, is the **Upload History** table showing Status as “In-progress”.

Dashboard > Returns > GSTR

Offline Upload and Download for GSTR7

Upload Download

✔ Your JSON file has been uploaded successfully. It may take up to 15 minutes to do validation. Please come back after 15 minutes.

1e. After making required correction, please prepare JSON file following the same process as that for regular invoice data upload and submit the JSON file o

Upload GSTR-7 offline Json

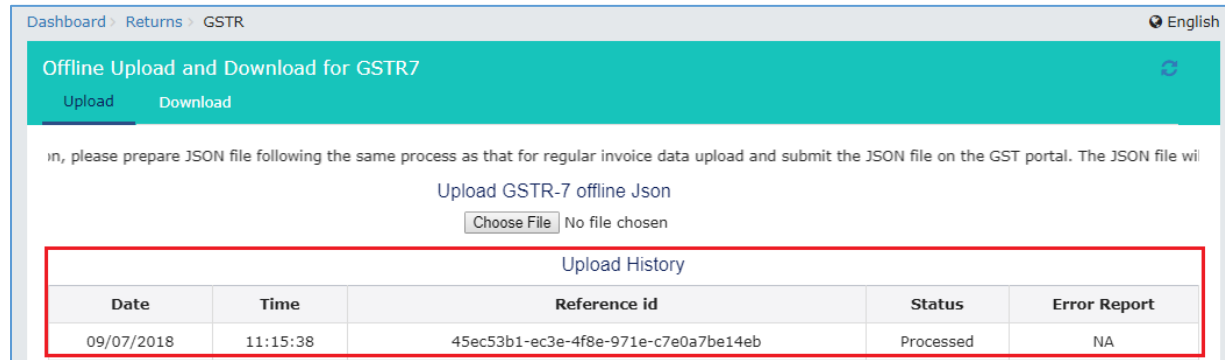
Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
25/07/2018	11:53:30	b9d762c3-e892-4fbb-8191-fc630f561dea	In-Progress	NA

9. Once the validation is complete, one of the following two instances can occur:

9a **No error was found.** Then, the Upload History table will show the Status as “Processed” and Error Report as “NA”.



Dashboard > Returns > GSTR

Offline Upload and Download for GSTR7

Upload Download

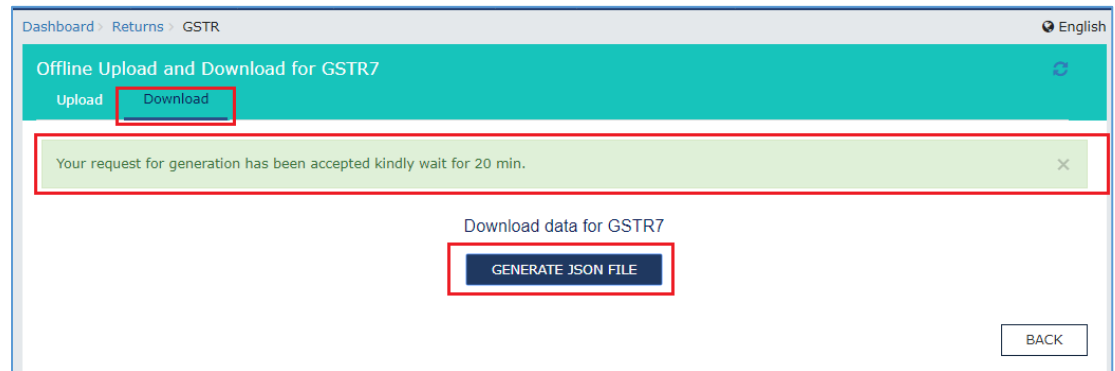
in, please prepare JSON file following the same process as that for regular invoice data upload and submit the JSON file on the GST portal. The JSON file will

Upload GSTR-7 offline Json

Choose File No file chosen

Upload History				
Date	Time	Reference id	Status	Error Report
09/07/2018	11:15:38	45ec53b1-ec3e-4f8e-971e-c7e0a7be14eb	Processed	NA

I. You can download the successfully uploaded details under ‘Download’ section. Go to **Download** section and click the **Generate File** button. A green message is displayed confirming your request and asking you to wait for 20 minutes.



Dashboard > Returns > GSTR

Offline Upload and Download for GSTR7

Upload Download

Your request for generation has been accepted kindly wait for 20 min.

Download data for GSTR7

GENERATE JSON FILE

BACK

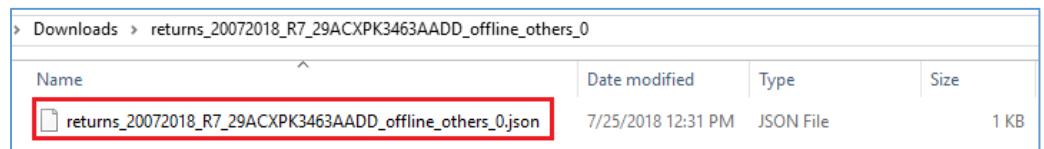


While you wait for the file to be generated, you can preview the successfully uploaded details in the Form GSTR-7 on the GST portal. To do this, follow the steps mentioned in the following hyperlink: [Preview Form GSTR-7 on the GST Portal](#)

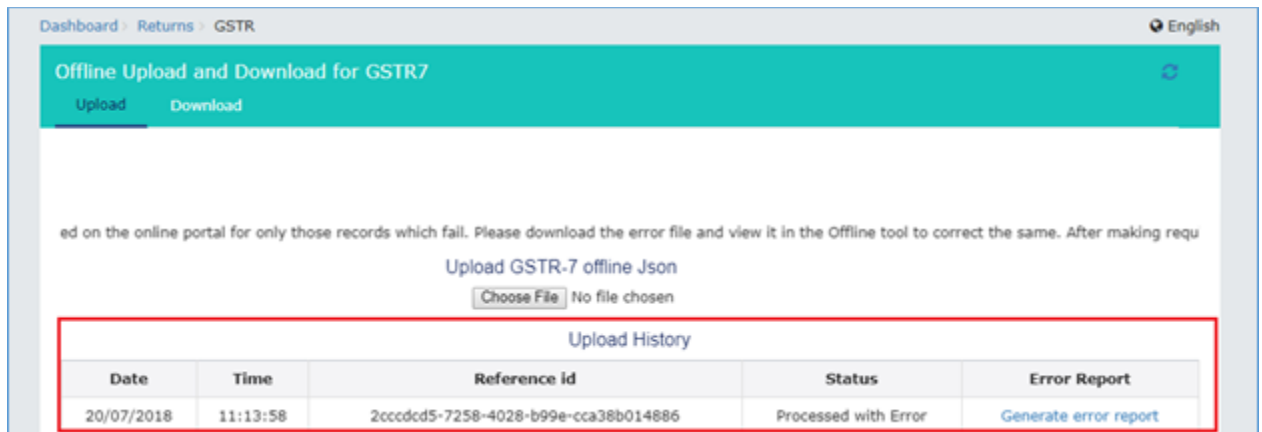
- II. After 20 minutes, a link is displayed. Click on the link to download your validated zipped file.



- III. Unzip and save the Json File in your machine.

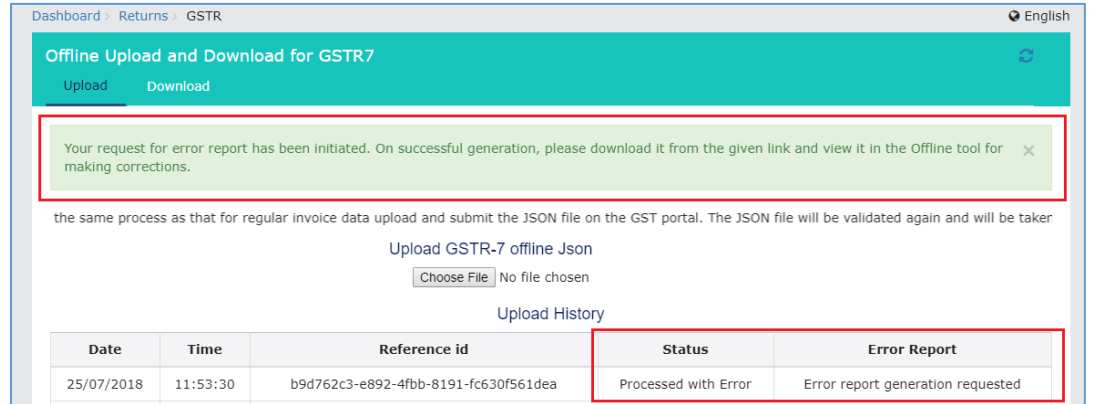


- 9b **Error was found.** Then, the Upload History table will show the Status as “Processed with Errors” and Error Report as “Generate error report”.

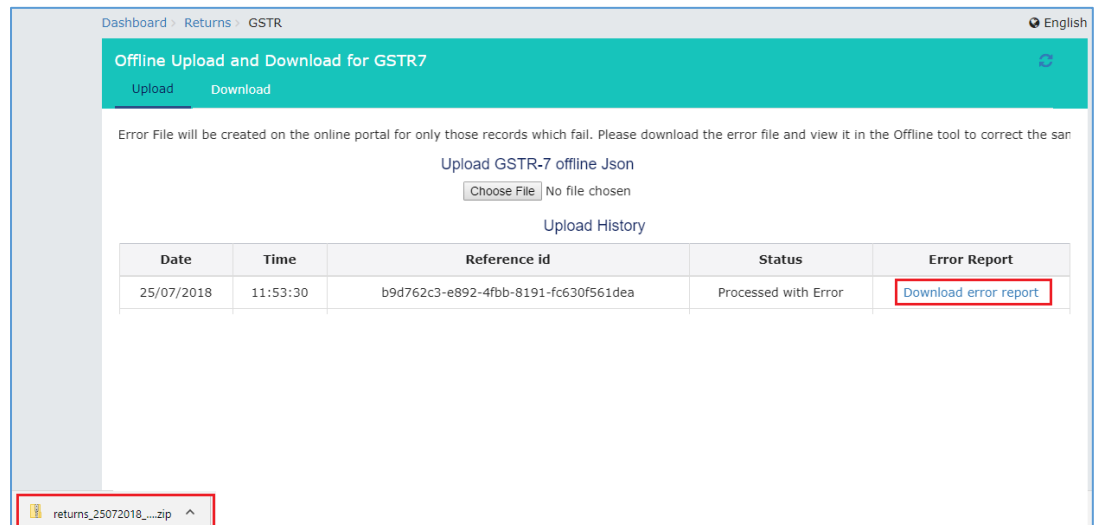


Error Report will contain only those entries that failed validation on the GST portal. The successfully-validated entries can be previewed online. To preview, follow the steps mentioned in the following hyperlink: [Preview Form GSTR-7 on the GST Portal](#)

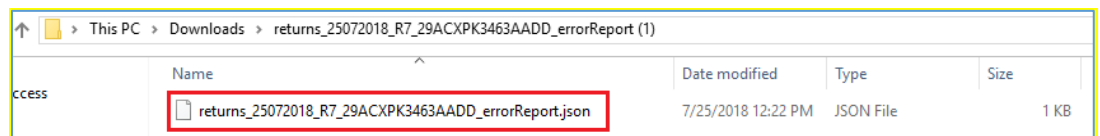
- I. Click **Generate error report** hyperlink. A confirmation-message is displayed and **Columns Status** and **Error Report** change as shown.



- II. Once the error report is generated, **Download error report** link is displayed in the **Column Error Report**. Click the **Download error report link** to download the zipped error report.



- III. Unzip and save the Json File in your machine.

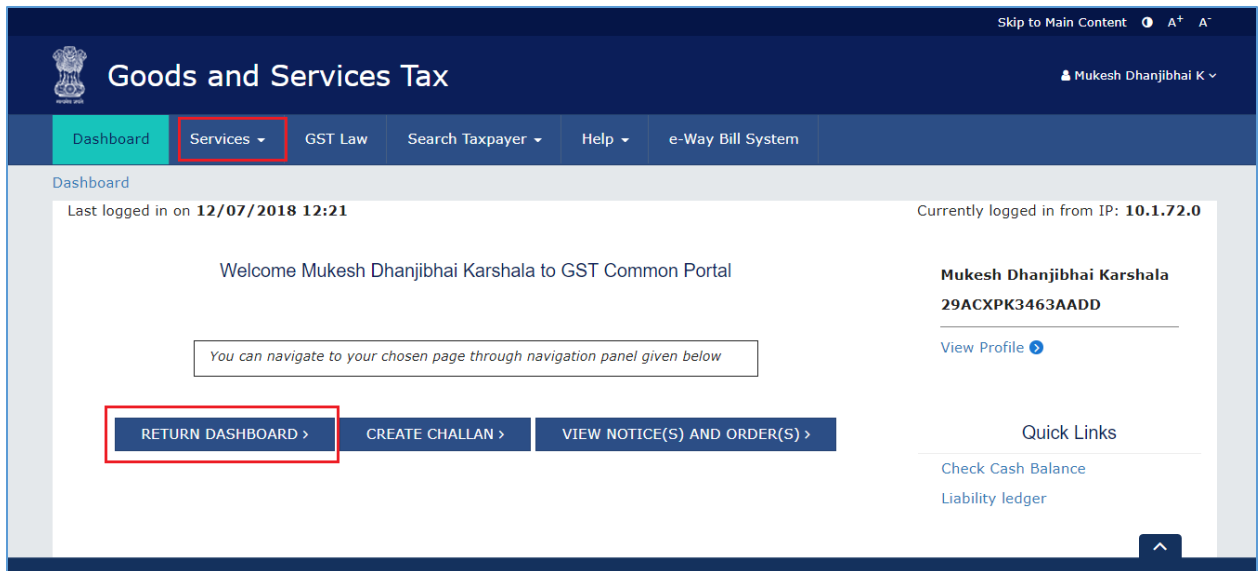


[Go back to the Main Menu](#)

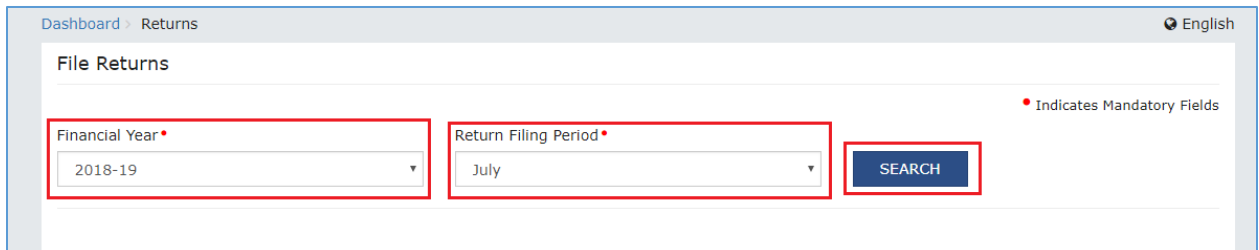
F. Preview Form GSTR-7 on the GST Portal

To preview Form GSTR-7 on the GST Portal, perform following steps:

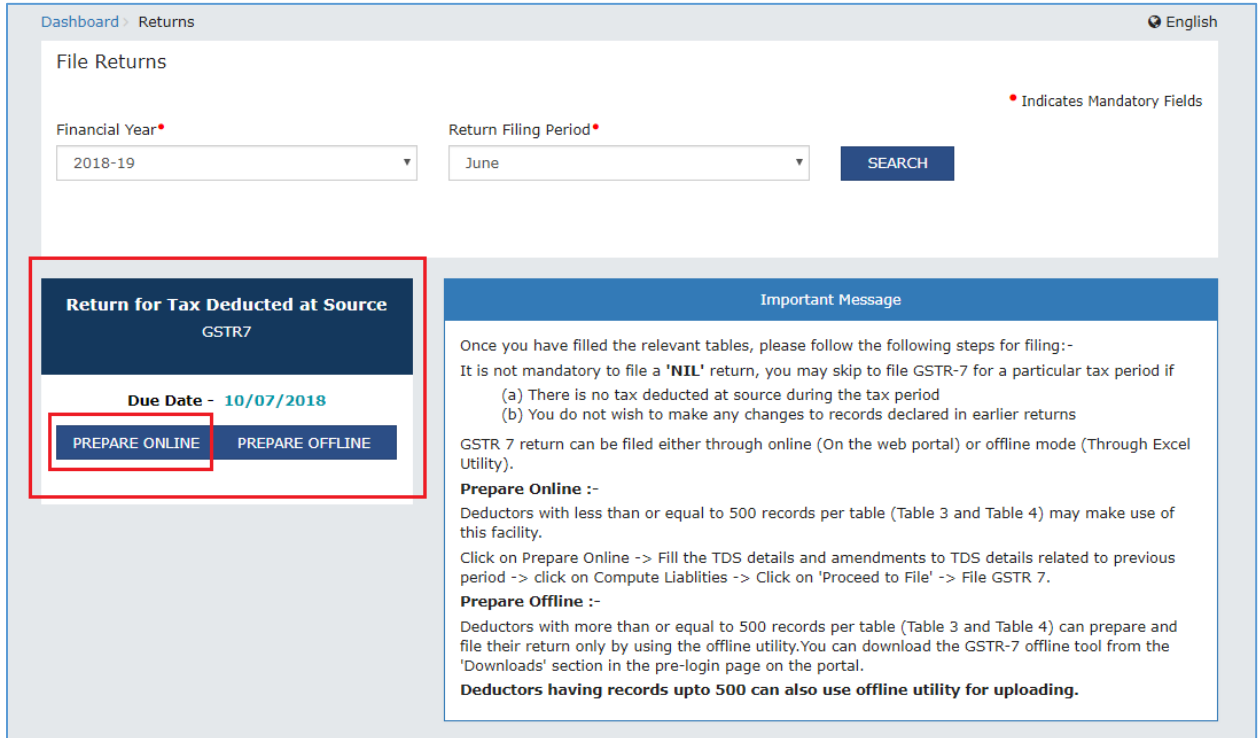
1. Access the <http://www.gst.gov.in> URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Dashboard page is displayed. Click **Return Dashboard**. Alternatively, you can also access the Return Dashboard by the following navigation: **Services > Returns > Returns Dashboard**



5. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to file the return from the drop-down list and click the **SEARCH** button.

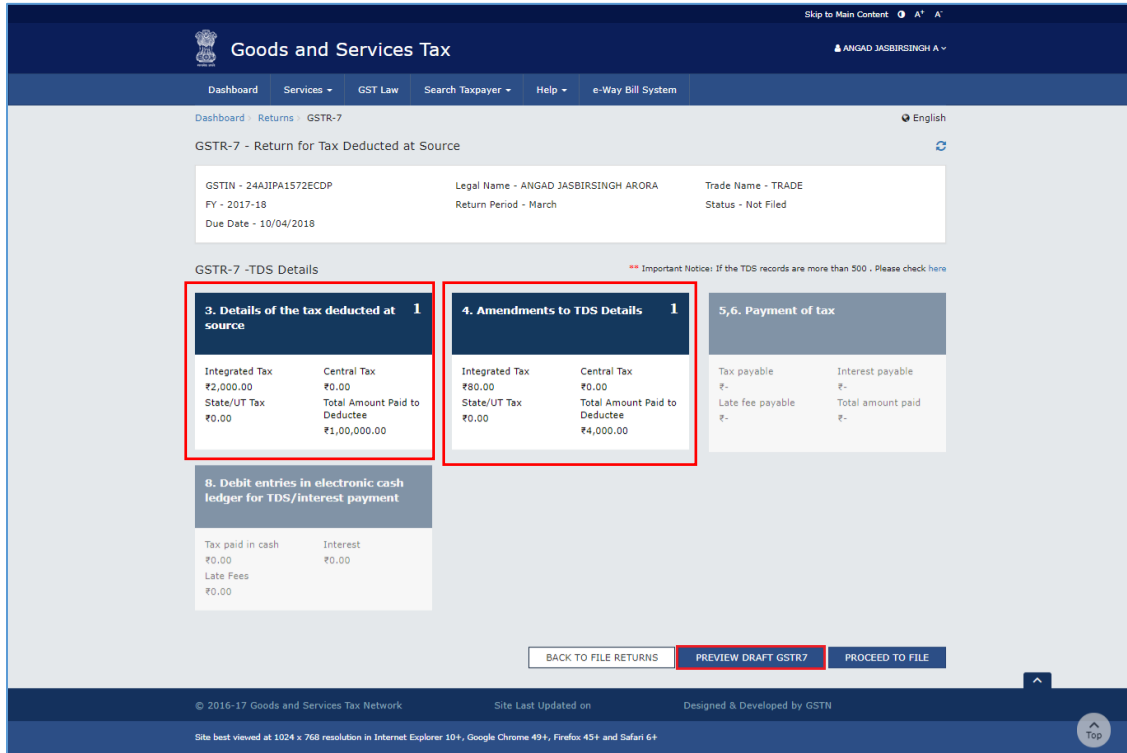


6. The GSTR-7 box is displayed, with an Important Message box on the right. In the GSTR-7 box, click the **PREPARE ONLINE** button.



The screenshot displays the 'File Returns' section of the GSTN portal. At the top, there are dropdown menus for 'Financial Year' (set to 2018-19) and 'Return Filing Period' (set to June), along with a 'SEARCH' button. A red box highlights a dark blue box titled 'Return for Tax Deducted at Source GSTR7'. Below this title, it shows the 'Due Date - 10/07/2018' and two buttons: 'PREPARE ONLINE' (highlighted with a red box) and 'PREPARE OFFLINE'. To the right, an 'Important Message' box provides instructions on filing GSTR-7, including details on mandatory fields, online vs. offline filing options, and specific instructions for deductors with 500 or more records per table.

- The details you had successfully uploaded on the portal using the Offline Utility would be displayed in **boxes 3 and 4**. Click the **PREVIEW** button. The draft Summary page of your Form GSTR-7 gets downloaded.



Goods and Services Tax

ANGAD JASBIRSINGH A

Dashboard | Returns | GSTR-7

GSTR-7 - Return for Tax Deducted at Source

GSTIN - 24AJIPA1572ECDP Legal Name - ANGAD JASBIRSINGH ARORA Trade Name - TRADE
 FY - 2017-18 Return Period - March Status - Not Filed
 Due Date - 10/04/2018

GSTR-7 -TDS Details ** Important Notice: If the TDS records are more than 500 . Please check here

3. Details of the tax deducted at source		4. Amendments to TDS Details		5,6. Payment of tax	
Integrated Tax	Central Tax	Integrated Tax	Central Tax	Tax payable	Interest payable
₹2,000.00	₹0.00	₹80.00	₹0.00	₹-	₹-
State/UT Tax	Total Amount Paid to Deductee	State/UT Tax	Total Amount Paid to Deductee	Late fee payable	Total amount paid
₹0.00	₹1,00,000.00	₹0.00	₹4,000.00	₹-	₹-

8. Debit entries in electronic cash ledger for TDS/Interest payment

Tax paid in cash	Interest
₹0.00	₹0.00
Late Fees	
₹0.00	

BACK TO FILE RETURNS **PREVIEW DRAFT GSTR7** PROCEED TO FILE

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

8. The downloaded PDF is displayed. It is recommended that you review the summary of entries made in different sections carefully. The PDF file generated would bear watermark of draft as the details are yet to be filed.

Form GSTR-7
[See rule 66(1)]
Return for Tax Deducted at Source

Financial Year	2017-18
Month	March

1. GSTIN	24AJPA1572ECDP
2(a). Legal name of the registered person	ANGAD JASBIRSINGH ARORA
2(b). Trade name, if any	TRADE
2(c). ARN	-

3. Details of the tax deducted at source

No. of Records	Total Amount Paid to Deductees (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
1	1,00,000.00	2,000.00	0.00	0.00

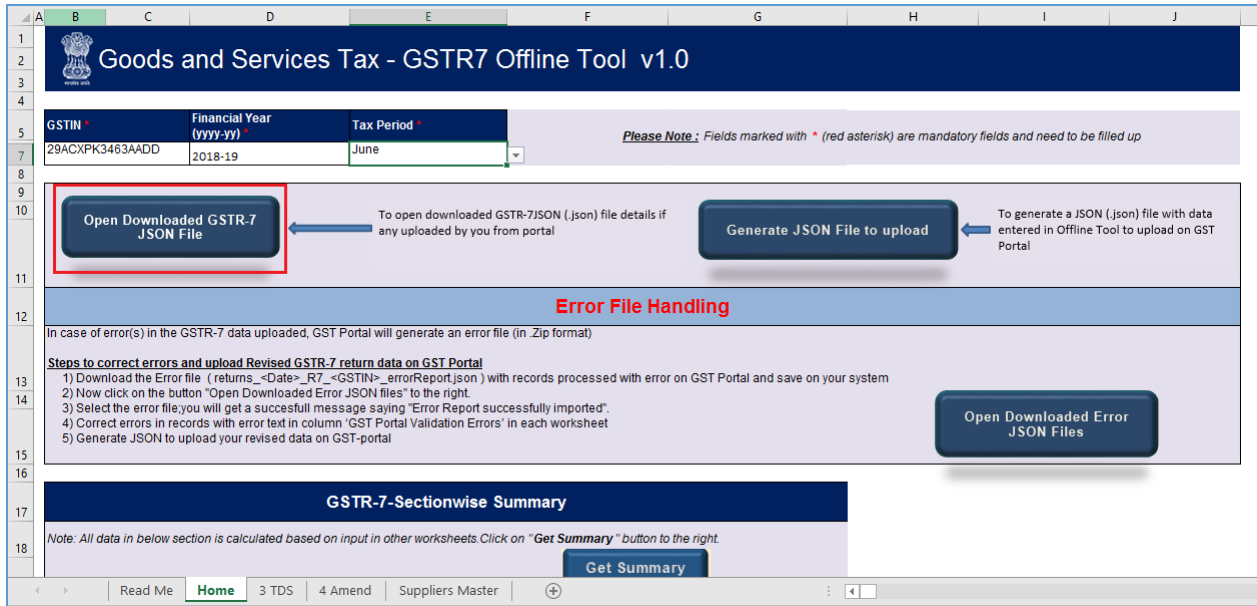
4. Amendments to details of tax deducted at source in respect of any earlier tax period

No. of Records	Revised Total Amount Paid to Deductees(₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
1	4,000.00	80.00	0.00	0.00

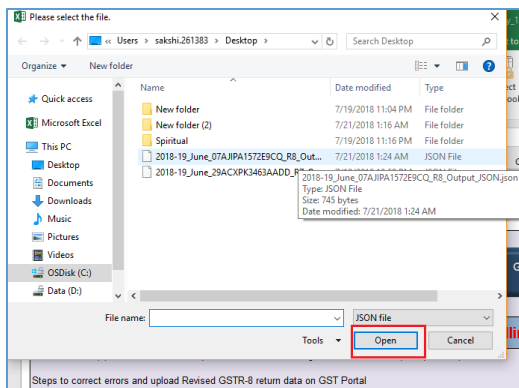
G. Open Downloaded GSTR-7 JSON File(s), if needed

To open the downloaded GSTR-7 JSON File, perform following steps:

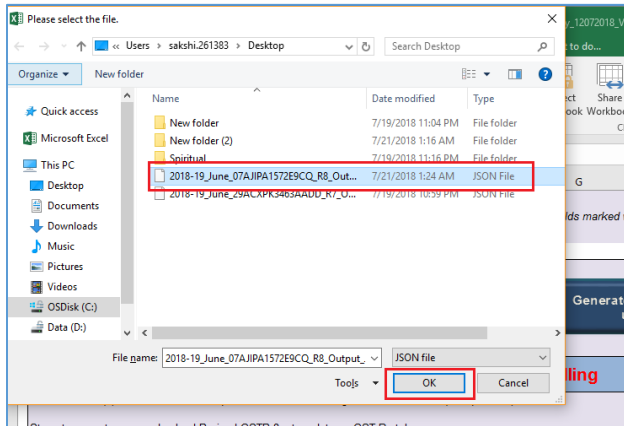
1. Open GSTR-7 Offline Utility and go to the **Home** tab. Click the **Open Downloaded GSTR-7 JSON File** button.



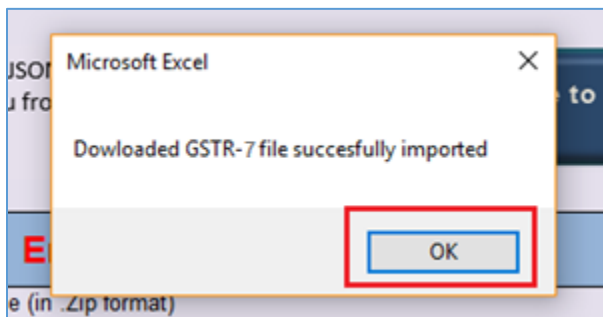
2. Browse the JSON(.json) file and click the **Open** button.



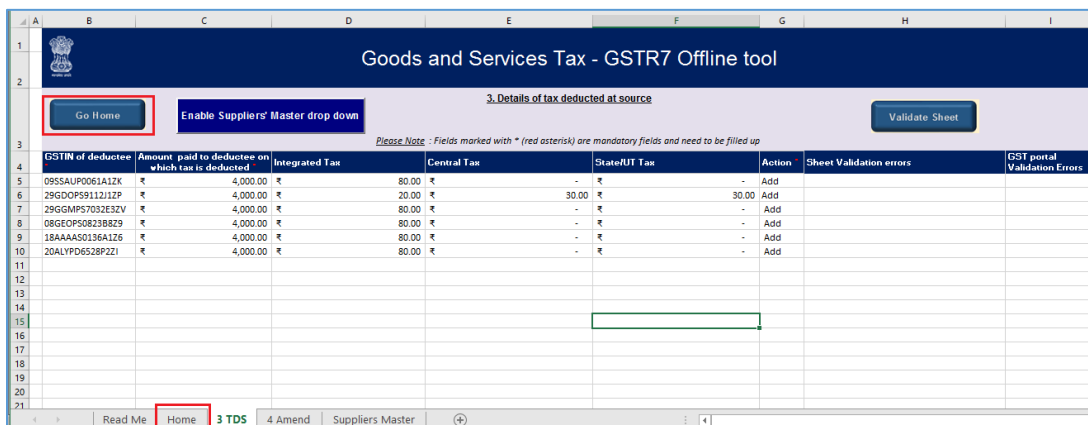
3. Select the downloaded JSON (.json) file and click on **OK** to proceed.



4. Success message will be displayed. Click the **OK** button to proceed.



5. Now all the TDS entries that were successfully uploaded on the GST Portal would be auto-populated in the respective sheets: **3 TDS** and **4 Amend**



GSTIN of deductee	Amount paid to deductee on which tax is deducted	Integrated Tax	Central Tax	State/UT Tax	Action	Sheet Validation errors	GST portal Validation Errors
09SSAU0061A12K	₹ 4,000.00	₹ 80.00	₹ 80.00	- ₹	Add		
29GDOP5911212P	₹ 4,000.00	₹ 20.00	₹ 20.00	₹ 30.00	Add		
29GGMP57032E3ZV	₹ 4,000.00	₹ 80.00	₹ 80.00	- ₹	Add		
08GEOP59823B8Z9	₹ 4,000.00	₹ 80.00	₹ 80.00	- ₹	Add		
18AAA45013KA1Z6	₹ 4,000.00	₹ 80.00	₹ 80.00	- ₹	Add		
20ALYP6528P221	₹ 4,000.00	₹ 80.00	₹ 80.00	- ₹	Add		

6. Modify the TDS details as per requirement.

7. After making the modifications, click the **Validate Sheet** button to validate the sheets.
8. After each section is successfully validated, click the **Get Summary** button to update the summary on **Home** tab.
9. Summary is displayed for all the sections.



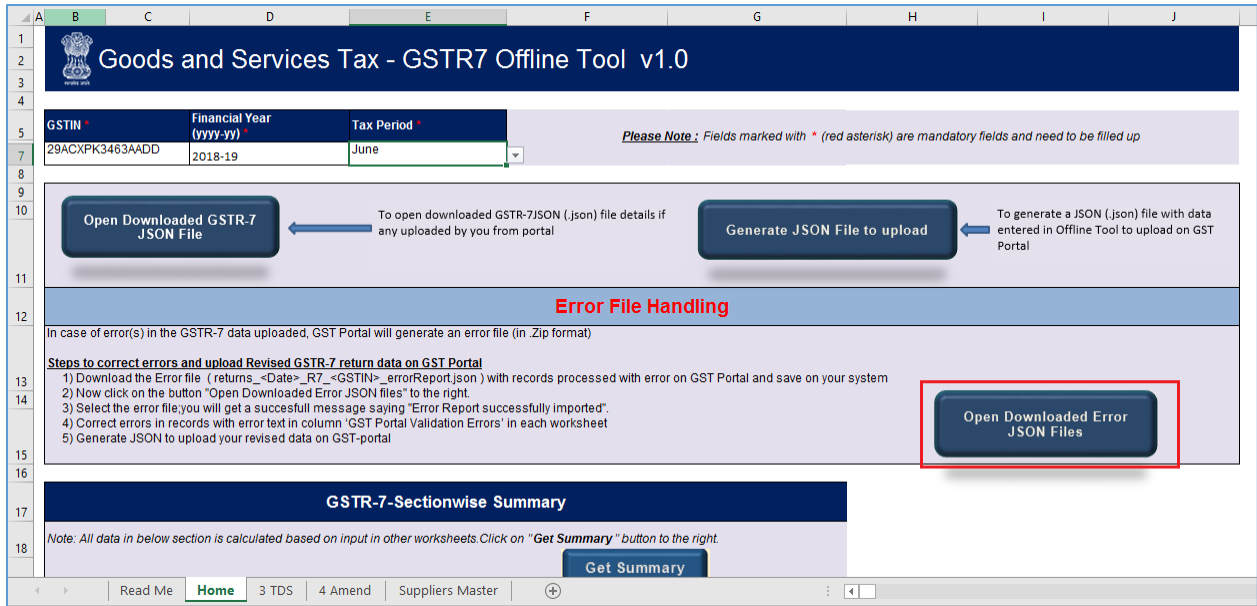
GST portal allows you to modify and upload JSON multiple times before it is filed. An important point to note here is that if some TDS details exist from previous upload, it will be updated with latest uploaded details. All new TDS entries will be added as new entries.

[Go back to the Main Menu](#)

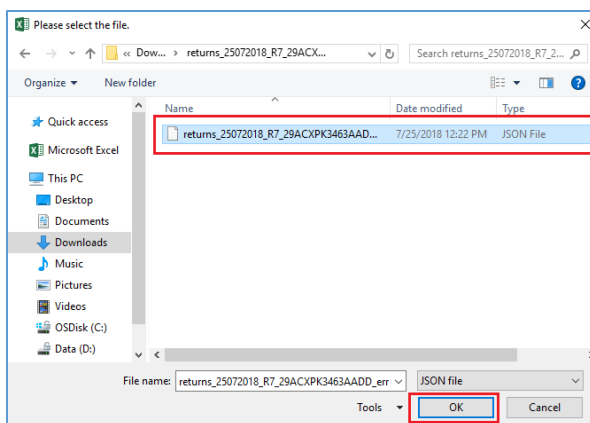
H. Open Downloaded Error GSTR-7 JSON File(s), if any

To open the downloaded Error GSTR-7 JSON File, perform following steps:

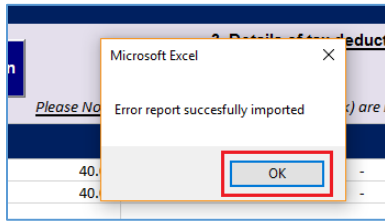
1. Open GSTR-7 Offline Utility and go to the **Home** tab. Under the section **Error File Handling**, click the **Open Downloaded Error JSON Files** button.



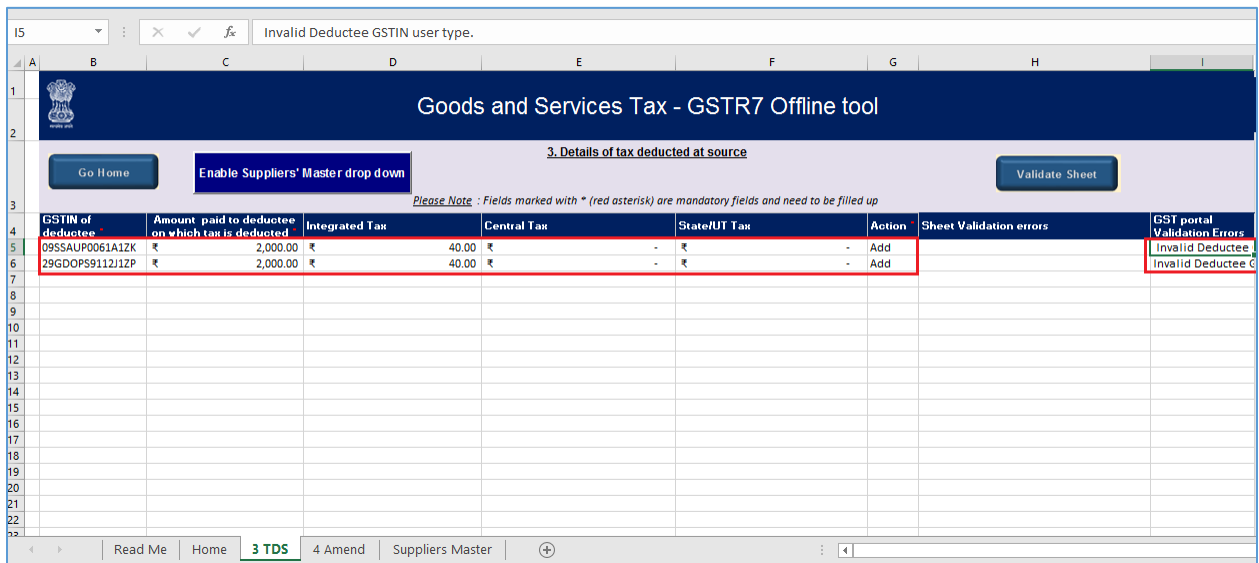
2. A file dialog box will open. Navigate to extracted error file. Select the file and click the **OK** button.



- Success message is displayed. Click the **OK** button to proceed.

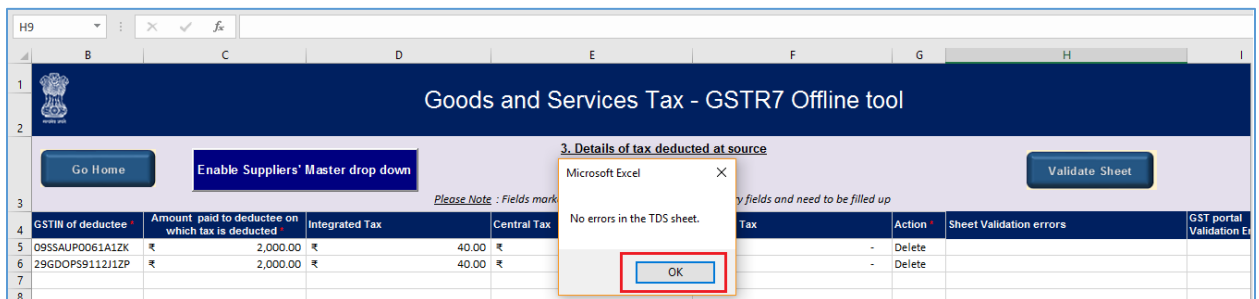


- Navigate to **3 TDS** and **4 Amend** sheets. The erroneous entries that failed validation is displayed. Correct the errors, as mentioned in the column “GST Portal Validation Errors” in each sheet.



GSTIN of deductee	Amount paid to deductee on which tax is deducted	Integrated Tax	Central Tax	State/UT Tax	Action	Sheet Validation errors	GST portal Validation Errors
09SSAUP0061A1ZK	₹ 2,000.00	₹ 40.00	₹ -	₹ -	Add		Invalid Deductee
29GDOPS9112J1ZP	₹ 2,000.00	₹ 40.00	₹ -	₹ -	Add		Invalid Deductee

- After making the corrections, click the **Validate Sheet** button to validate the sheets. On successful validation, Column “GST portal Validation Errors” would become empty and No errors pop up appears. Click **OK**.



GSTIN of deductee	Amount paid to deductee on which tax is deducted	Integrated Tax	Central Tax	State/UT Tax	Action	Sheet Validation errors	GST portal Validation Errors
09SSAUP0061A1ZK	₹ 2,000.00	₹ 40.00	₹ -	₹ -	Delete		
29GDOPS9112J1ZP	₹ 2,000.00	₹ 40.00	₹ -	₹ -	Delete		

6. From the tab you are on, go to the **Home** tab by either clicking the **Go Home** button or clicking the **Home tab** to generate summary. Follow steps mentioned in the following hyperlinks: [Generate JSON File to upload](#) and [Upload the generated JSON File on GST Portal](#)

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